# CBN FORMS APPLICATION USER MANUAL (SUBMISSION)

| | |
|---|---|
| Document Name | CBN Forms Application User Manual(Submission) |
| Document number | WFN-EXT-CBNA00-05-EN-1.20 |
| General Description | This documented procedure describes how to use CBN Forms application module in submitting CBN Forms. |
| Target Audience | DTI Café(s), Importer(s), Agent(s), Bank(s) |

**Security Notice**: The information contained within this document is CONFIDENTIAL. Unauthorized disclosure is prohibited. Failure to observe Webb Fontaine guidelines regarding proprietary information can result in disciplinary action, including dismissal, and can subject you and/or third parties to legal liability.

**Handling Guidelines:** (Tick all that apply)
☒ Do not forward or copy data in part or full without explicit permission of Webb Fontaine
☐ Limit access to individuals on Access List / Lock in a Drawer / Cabinet
☐ Password-protect when emailed outside WF Network / Send password separately

# Table of Contents


**1 PURPOSE ..... 4**

**2 UNIFORM RESOURCE LOCATOR (URL) ..... 5**

**3 FORM M OPERATIONS ..... 6**

3.1 CREATE ..... 6
3.2 VERIFY ..... 16
3.3 STORE ..... 19
3.4 SEARCH ..... 19
3.5 UPDATE ..... 21
3.6 SUBMIT ..... 22
3.7 DELETING STORED CBN FORM ..... 24
3.8 EXPORT XML ..... 25
3.9 IMPORT XML ..... 27
3.10 VIEW/PRINT PDF ..... 28
3.11 MODIFICATION OF REJECTED FORM M ..... 30
3.12 POST ENTRY MODIFICATION ..... 31
3.13 FORM M VALIDITY EXTENSION ..... 33

**4 FORM NXP OPERATIONS ..... 37**

4.1 CREATE ..... 37
4.2 VERIFY ..... 38
4.3 STORE ..... 38
4.4 UPDATE ..... 39
4.5 DELETING STORED CBN FORM ..... 40
4.6 SUBMIT ..... 41

**5 FORM NCX OPERATIONS ..... 42**

5.1 CREATE ..... 42
5.2 VERIFY ..... 43
5.3 STORE ..... 43
5.4 UPDATE ..... 44
5.5 DELETING STORED CBN FORM ..... 45
5.6 SUBMIT ..... 46

**6 FORM A OPERATIONS ..... 47**

6.1 CREATE ..... 47
6.2 VERIFY ..... 49
6.3 STORE ..... 49
6.4 UPDATE ..... 50
6.5 DELETING STORED CBN FORM ..... 51
6.6 SUBMIT ..... 52

**7 VIEW PROFILE ..... 53**

**8 CHANGE PASSWORD ..... 53**

**9 LOGOUT ..... 54**

**10 RESET PASSWORD ..... 55**

**11 TECHNICAL REQUIREMENTS ..... 56**

11.1 HARDWARE ..... 56


Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.

11.2 OPERATING SYSTEM ..... 56
11.3 INTERNET BROWSER ..... 56

Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be
reproduced nor communicated without written authorization.

# 1 PURPOSE

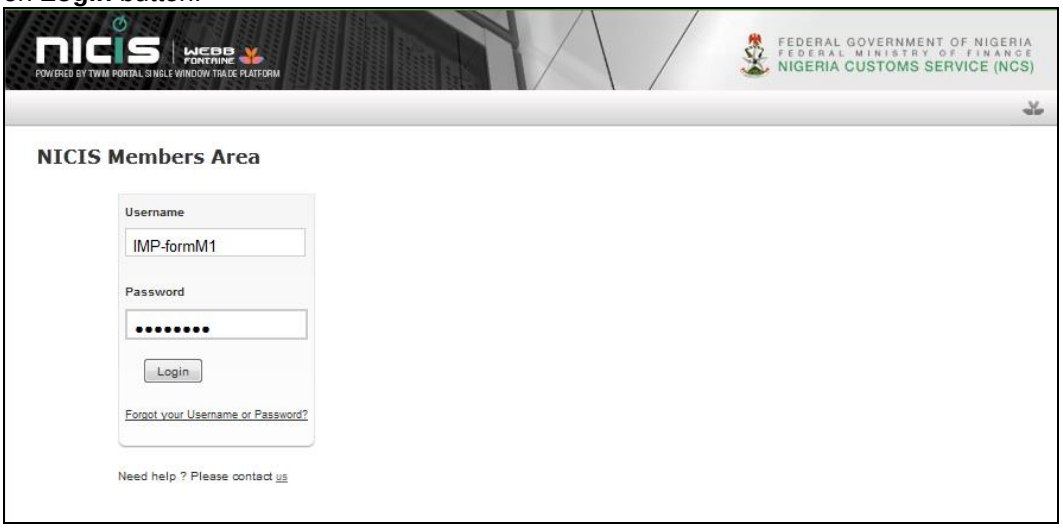
This documented procedure describes how to use CBN Forms Application module:

a. Creating CBN Form
b. Submitting CBN Form
c. Searching for CBN record
d. Viewing CBN Form information
e. Deleting Stored CBN Form
f. Updating CBN Form
g. CBN Form Post Entry Modification
h. Exporting CBN record to XML file
i. Importing CBN XML File
j. Viewing/Print PDF File
k. Viewing Profile
l. Changing Password
m. Resetting Password
n. Login/Logout from Application

Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.

## 2 UNIFORM RESOURCE LOCATOR (URL)

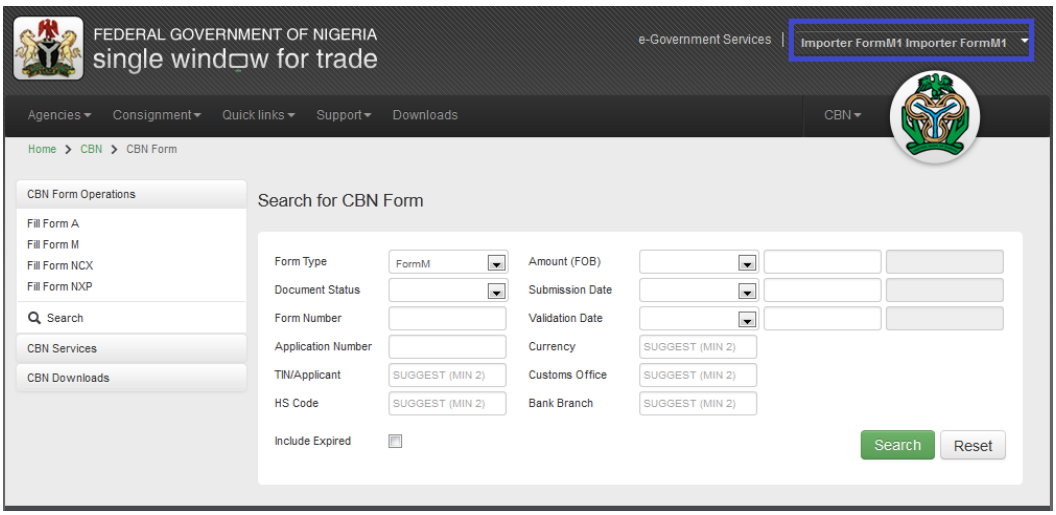
It can be accessed via the URL: https://trade.gov.ng/cbn/formx using the Trade Portal. The general login page will be displayed. Enter your username and password then click on **Login** button.




Username and password can be assigned through the following:

a. For importers, usernames will be their TIN number and password which will be provided during TIN registration process with Customs. (Refer to TIN registration document: FIRS_User Manual).
b. For Banks/CBN/Inspection Agents, contact your system administrators.

CBN Form Search page will be displayed when successfully logged in. Username will be displayed on the upper right part of the window.

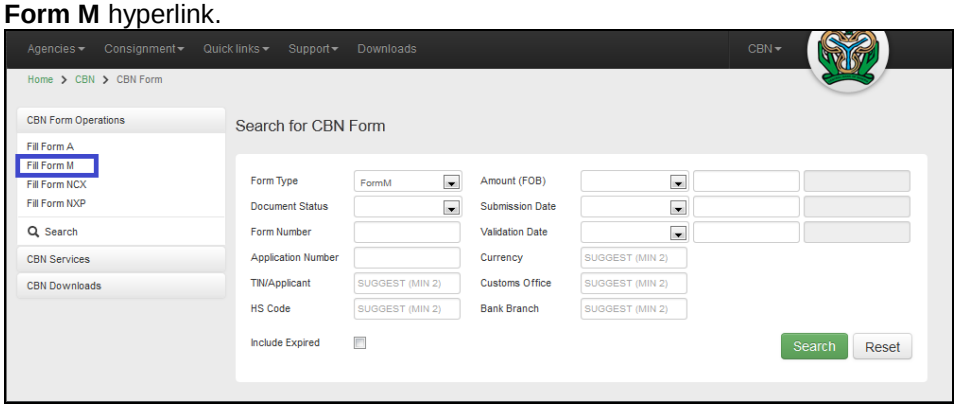



Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.

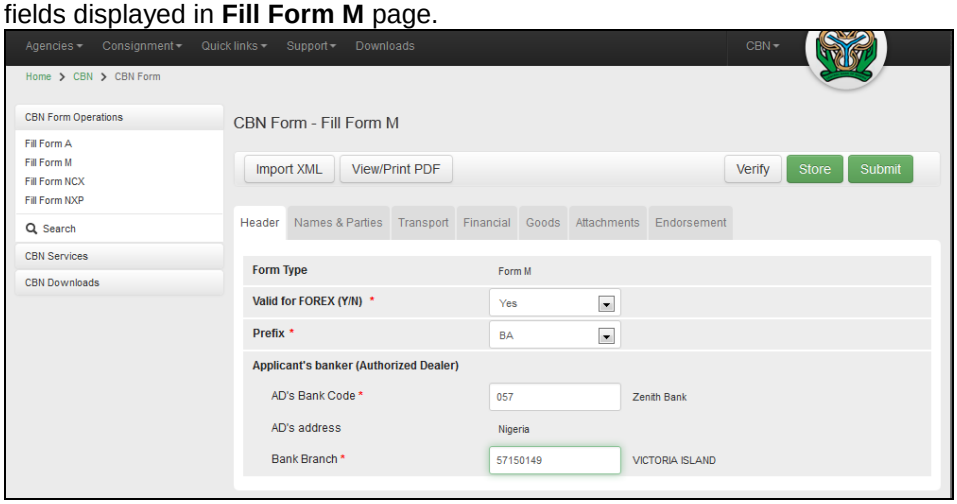
# 3 FORM M OPERATIONS

## 3.1 Create

3.1.1 To create new Form M record, click on **CBN Form Operations** then click on **Fill Form M** hyperlink.




3.1.2 Fill Form M page will be displayed on **Header** Tab. Enter necessary details in the fields displayed in **Fill Form M** page.



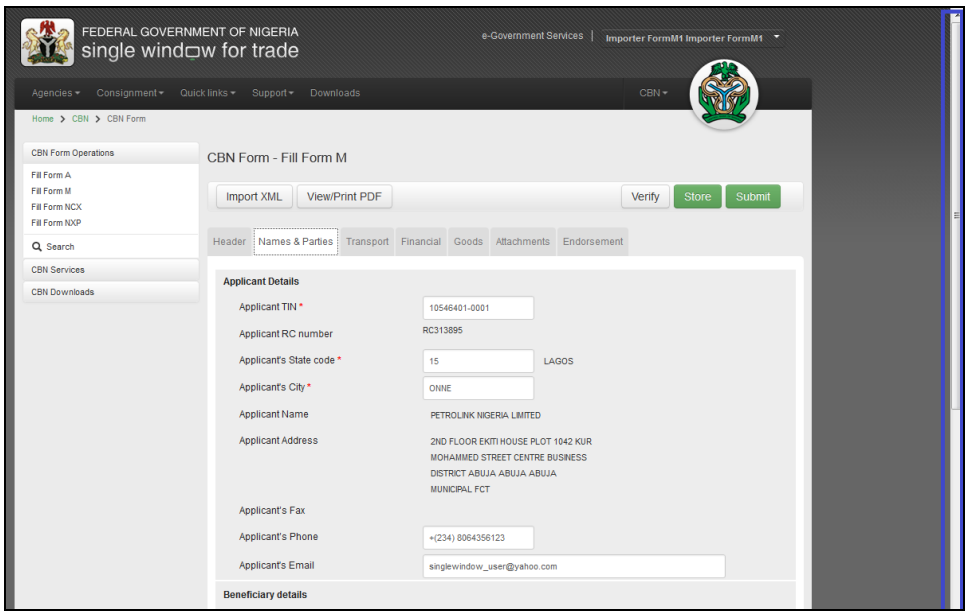

a. Select Valid for FOREX (Yes or No)
b. Select Form M prefix (BC/CB)
   BA: Subject to Destination Inspection.
   CB: Exempted from Destination Inspection
c. Select Applicants Dealer Bank Code
d. Applicants Dealer Bank Address will be displayed automatically
e. Select Bank Branch

***General Remarks:***

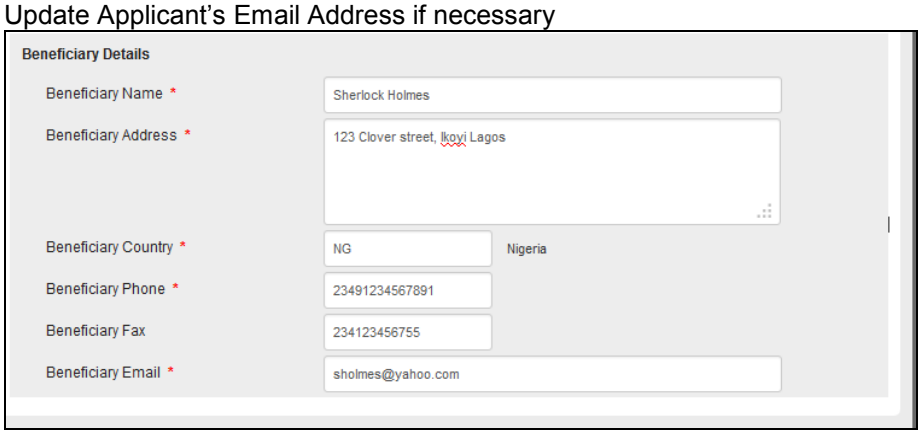
1. All CBN Forms entry fields with asterisk (*) are mandatory.
2. All CBN forms use the same data entry form layout hence each form is identified by form type.

3.1.3 Click on **Names and Parties** tab to capture the **Applicant and Beneficiary** details. Complete all the data entries.

Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.



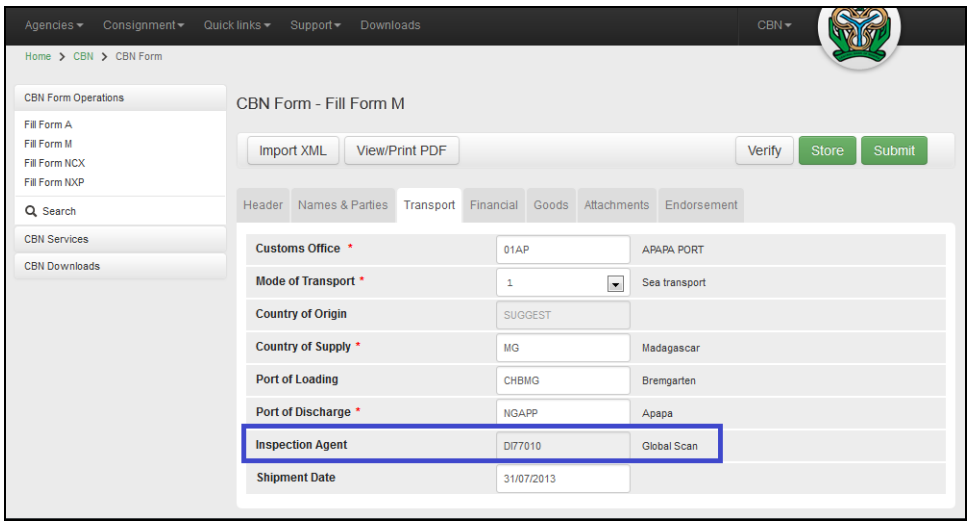

a. Enter TIN number
**Note** 1: When entering the TIN number, the system will display the list records which contain the same value. Use the scrollbar to move up and down the list of records. Select the appropriate TIN number.
**Note** 2: After TIN number is entered, Applicant's RC number, Name, Address, Fax, Phone and Email Address will be displayed automatically (retrieved from Company profile).
b. Select Applicant's State Code
c. Select Applicant's City
d. Update Applicant's Phone if necessary
e. Update Applicant's Email Address if necessary



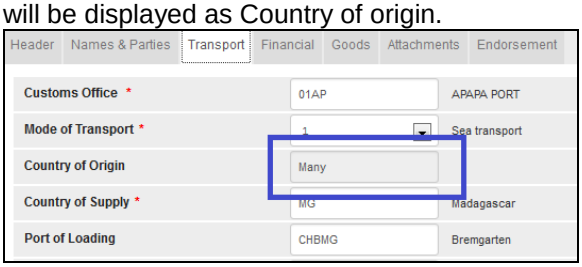

f. Enter Beneficiary Name
g. Enter Beneficiary Address
h. Enter Beneficiary Country
i. Enter Beneficiary Phone
j. Enter Beneficiary Fax Number
k. Enter Beneficiary Email Address

3.1.4 Click on **Transport** tab to capture the **Mode of Transport** details. Complete all the data entries.

Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.



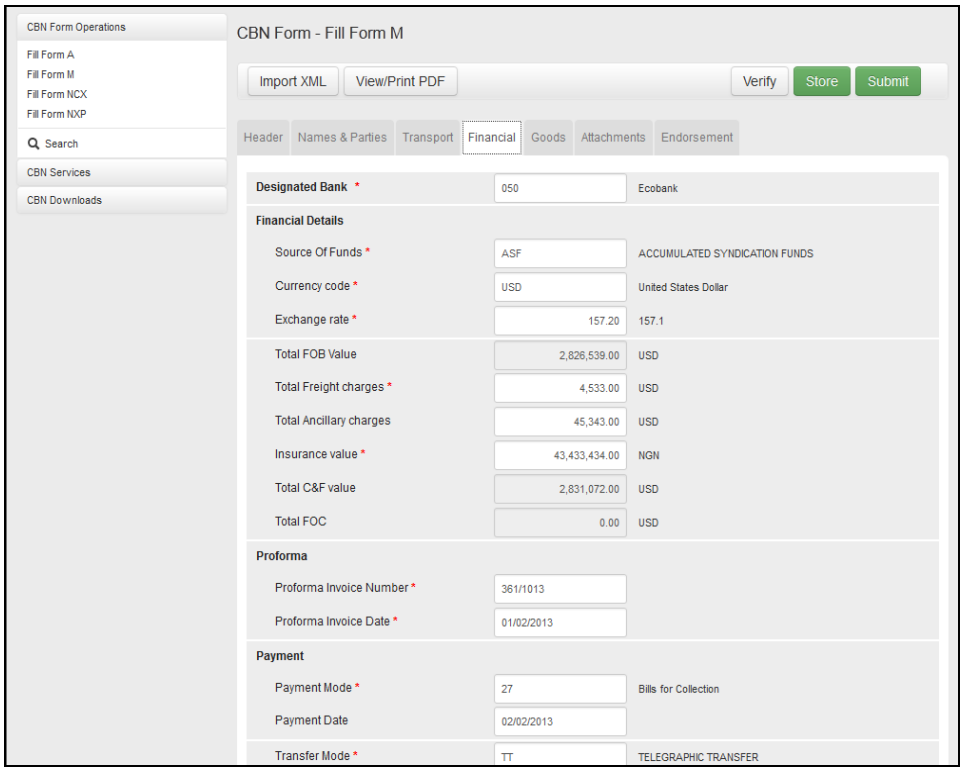

a. Select Customs Office
b. Select Mode of Transport
   **Note**: Mode of Transport will be limited to office code selected.
c. Country of Origin will be displayed upon capturing of Good/s details.
   **Note**: When there are two or more different countries used in all items, "**Many**" will be displayed as Country of origin.




d. Select Country of Supply
e. Select Port of Loading
f. Select Port of Discharge
   **Note**: For e and f, entering the first digit of the country's port of loading/discharge will display the applicable list of port. Use the scrollbar to move up and down the list of ports
g. Inspection Agent will be displayed automatically based on selected Customs Office
h. Enter Shipment Date

Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.

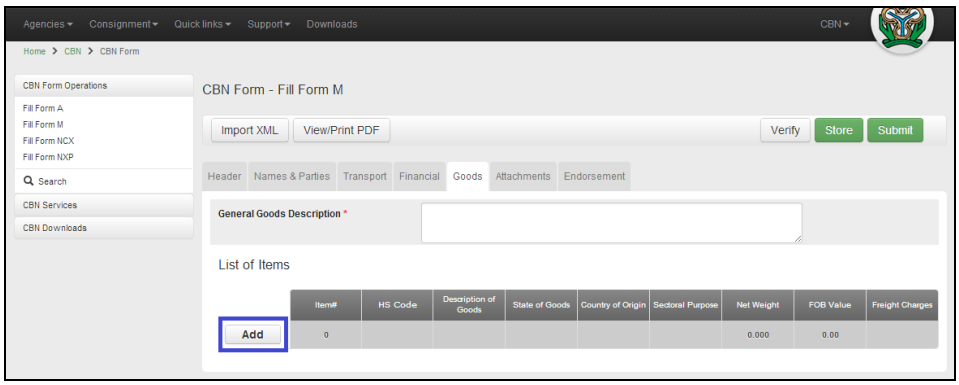
3.1.5 Click on **Financial** tab to capture the **Bank and Financial** details. Complete all the data entries.



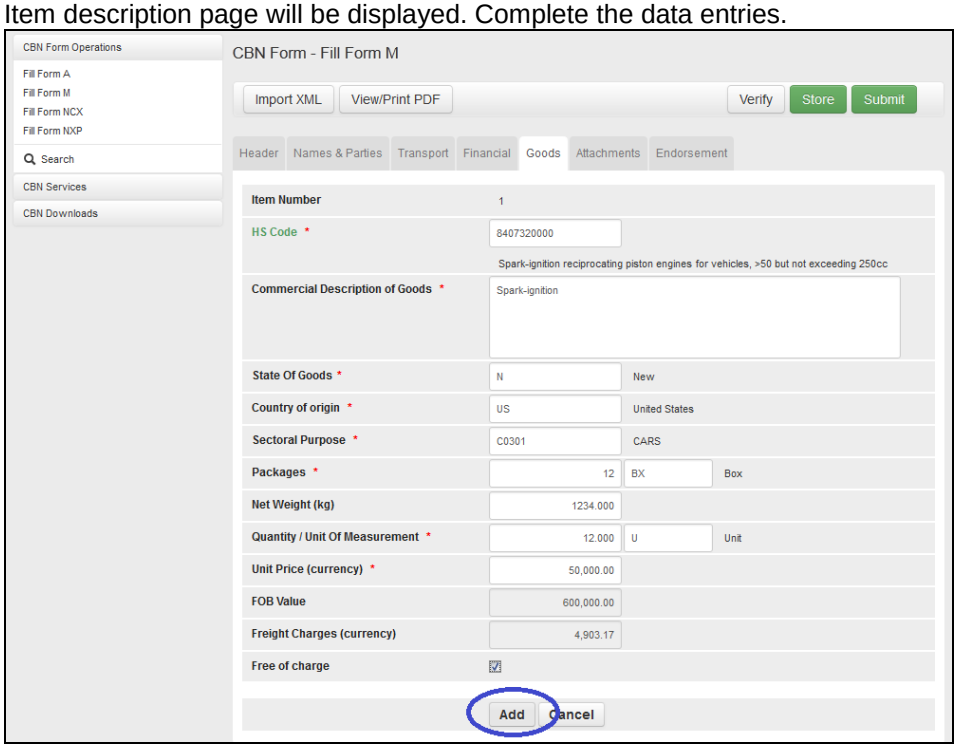

a. Select Designated Bank
b. Select Source of Funds
c. Select Currency Code
d. Enter Exchange Rate
   **Note**: Exchange Rate should not be less than 10% or more than 10% of CBN Rate
e. Total FOB Value will be automatically calculated and displayed.
   *Total FOB Value = SUM(ITEM FOB Value) + Total Ancillary charges*
f. Enter Total Freight Charges
g. Enter Total Ancillary Charges
h. Enter Insurance Value
   *Insurance value should be 110% or more than FOB in Naira*
i. Total C & F Value will be automatically calculated and displayed.
   *Total C & F Value = Total FOB Value + Total Freight charges*
j. Total FOC will be automatically calculated and displayed
   *Total FOC = Summation of FOB Value for Free of Charge Item(s)*
k. Enter Proforma Invoice Number
l. Enter Proforma Invoice Date
   **Note**: Accepted Proforma invoice Date must be less than 90 days.
m. Select Payment Mode
n. Enter Payment Date
o. Select Transfer Mode
p. Select Terms of Delivery

3.1.6 Click on **Goods** tab to add the item/ details. Enter the General Goods Description and add item details by clicking on **Add** button.

Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.

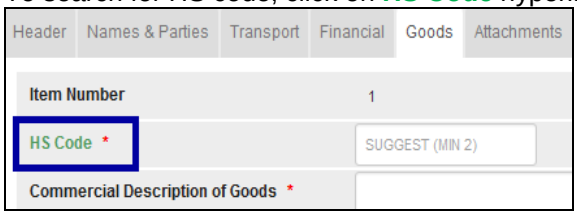



3.1.7 Item description page will be displayed. Complete the data entries.




a. Enter HS code

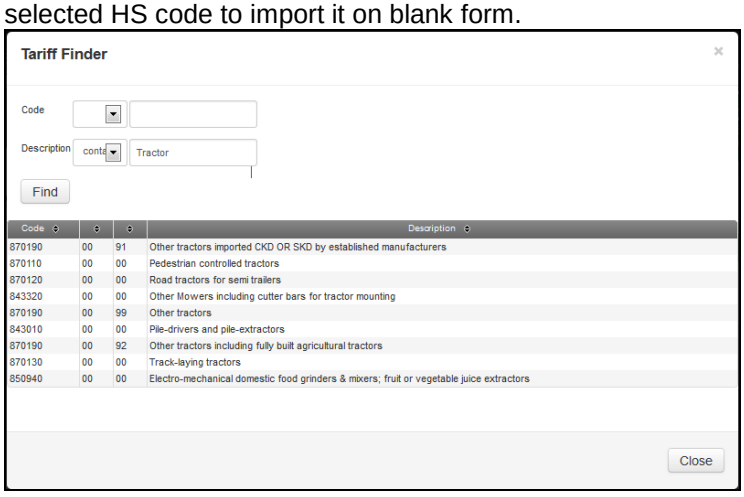
- Note that when entering the HS code, the system will display the list codes which contain the same value. Use the scrollbar to move up and down the list of codes.
- To search for HS code, click on **HS Code** hyperlink.



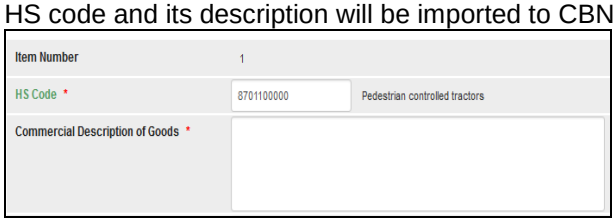

- Tariff Finder window will be displayed. Define Search parameters then click on **Find** button.

Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.

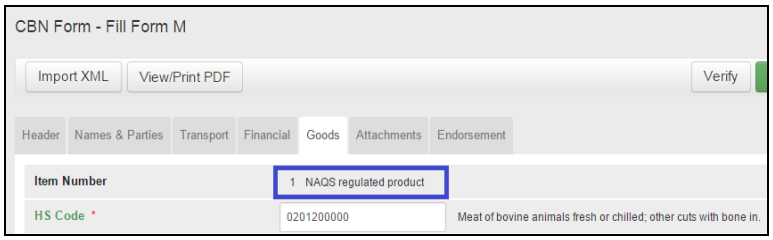
- Records that match the search parameter will be displayed. Double click on selected HS code to import it on blank form.


Tariff Finder
Code
Description
Tractor
Find
Code
Description
870190 00 91 Other tractors imported CKD OR SKD by established manufacturers
870110 00 00 Pedestrian controlled tractors
870120 00 00 Road tractors for semi trailers
843320 00 00 Other Mowers including cutter bars for tractor mounting
870190 00 99 Other tractors
843010 00 00 Pile-drivers and pile-extractors
870190 00 92 Other tractors including fully built agricultural tractors
870130 00 00 Track-laying tractors
850940 00 00 Electro-mechanical domestic food grinders & mixers; fruit or vegetable juice extractors
Close

- HS code and its description will be imported to CBN blank form.




- The system automatically displays the Agency name where the entered HS code needs to comply with its regulatory requirements:

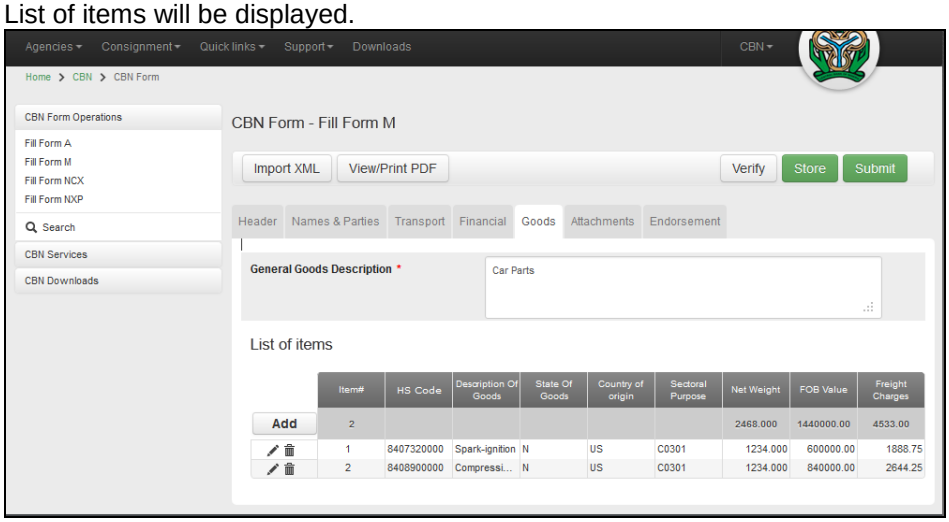



b. Enter Commercial Description of Goods
c. Select State of Goods
d. Enter Country of Origin
e. Select Sectoral Purpose
f. Enter Number Packages
g. Select Type of Packages
h. Enter Net Weight (kg)
i. Enter Quantity
j. Select Unit of Measurement
k. Enter Unit Price (currency)
l. FOB Value will be automatically calculated and displayed.
*FOB Value = Quantity * Unit Price*
m. Freight Charges (Currency) will be automatically calculated and displayed.
*Freight Charges = (Item FOB/(Total FOB-Total Ancillary Charges)) * Total Freight charges*

Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.

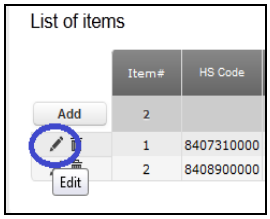
n. Tick Free of Charge tick box if necessary
o. Click on **Add** button to add the item details; otherwise **Cancel** button
p. To add another item, repeat steps 3.1.7 to 3.1.8.

3.1.8 List of items will be displayed.

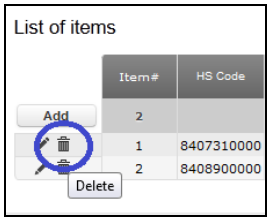



Note:

a. Click on **Edit** icon to edit item's details.

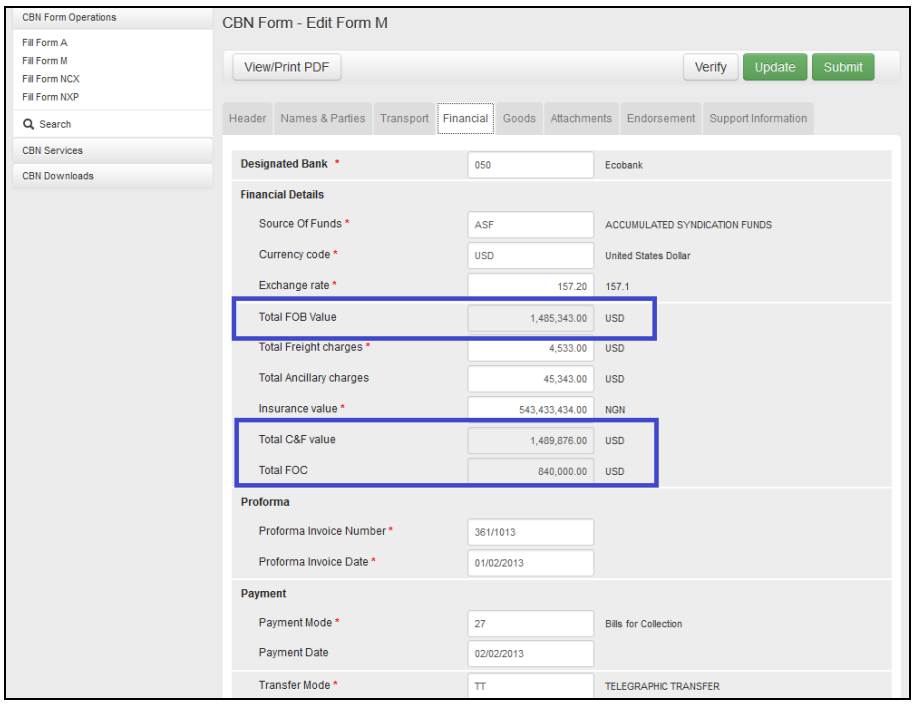



b. Click on **Delete** icon to delete the item.

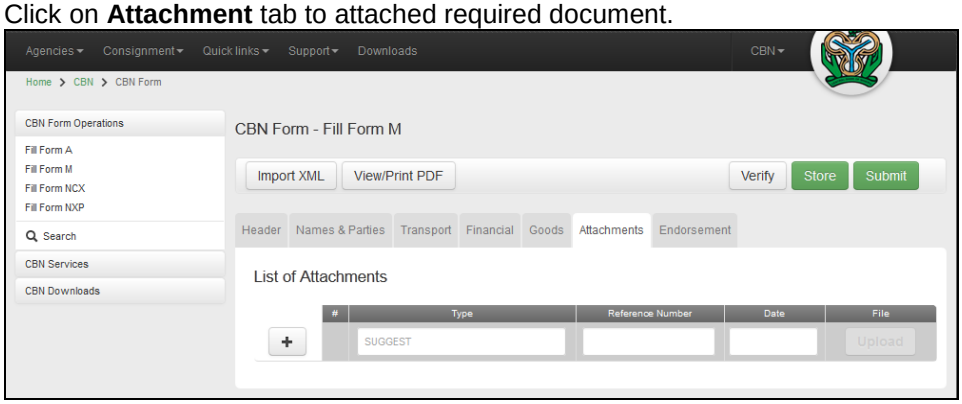



c. Once **Good** details have been added, Total FOB value, Total C&F value and Total FOC fields will be automatically calculated and displayed on Financial Page.

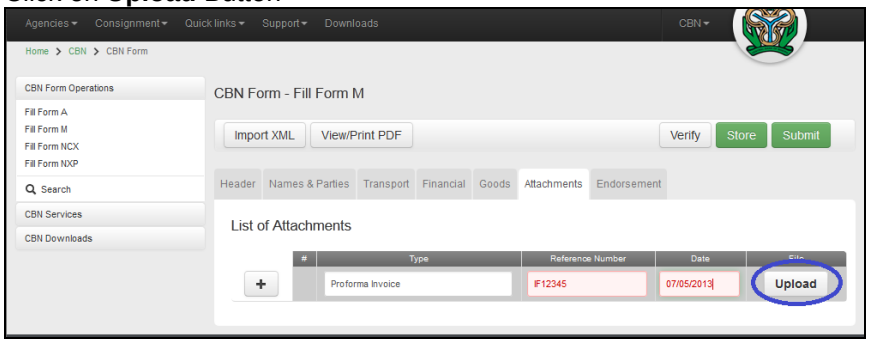
Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.




3.1.9 Click on **Attachment** tab to attached required document.

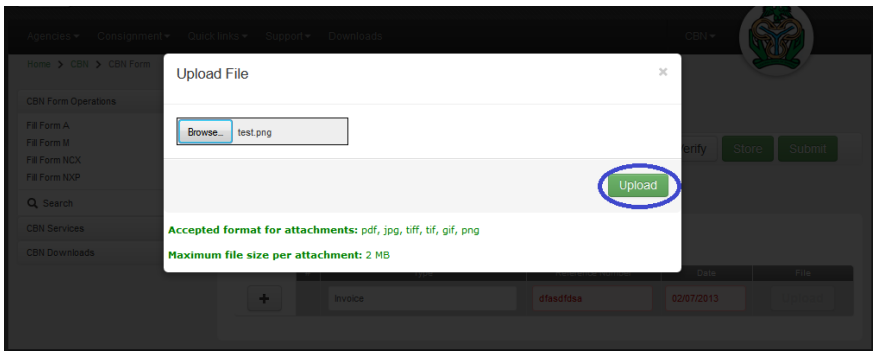



a. Select document type
b. Enter the Document Reference
c. Enter the Document Date
d. Click on **Upload** Button

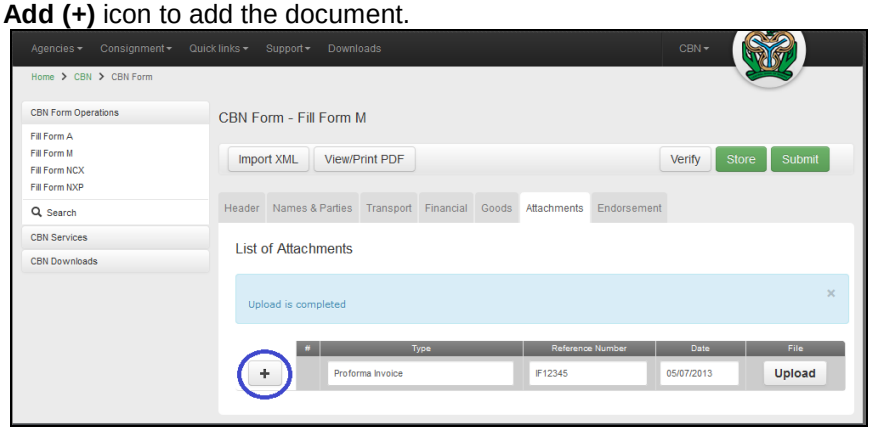



e. Upload page will be displayed, click on **Browse** button to select the document then click on **Upload** button to upload the document. Allowed document format and size are displayed on Upload file window.

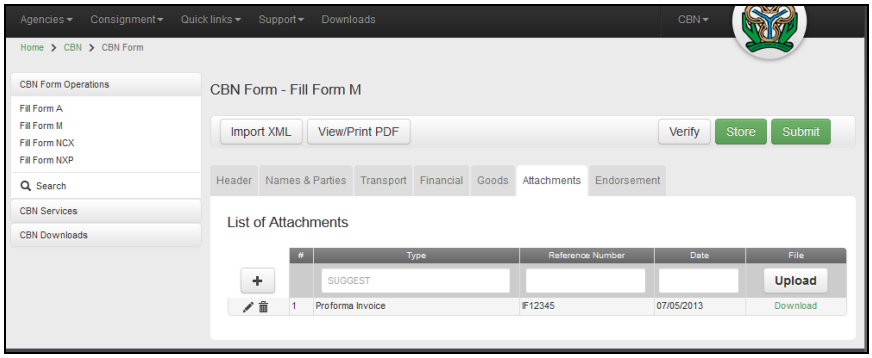
Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.




f. Notification message that "**Upload is completed**" will be displayed. Click on **Add (+)** icon to add the document.

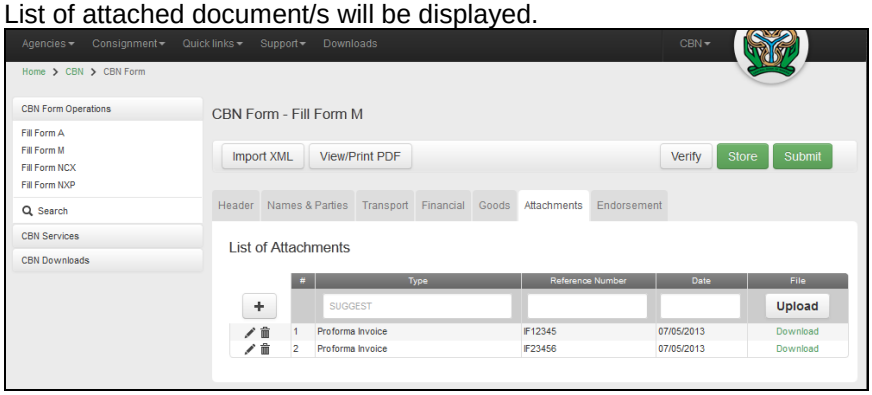



g. Document will be added in the List of Attachments.




h. To attach an additional document, repeat steps a to g.

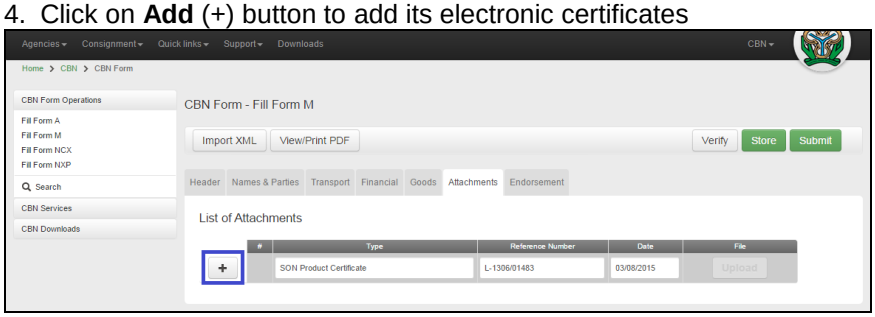
i. List of attached document/s will be displayed.



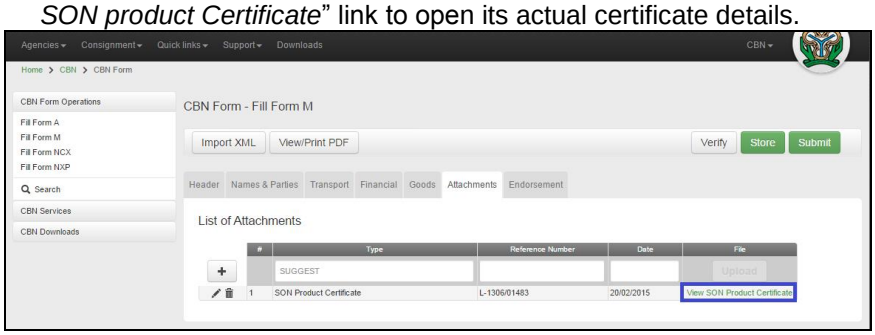

Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.

***Remarks***:

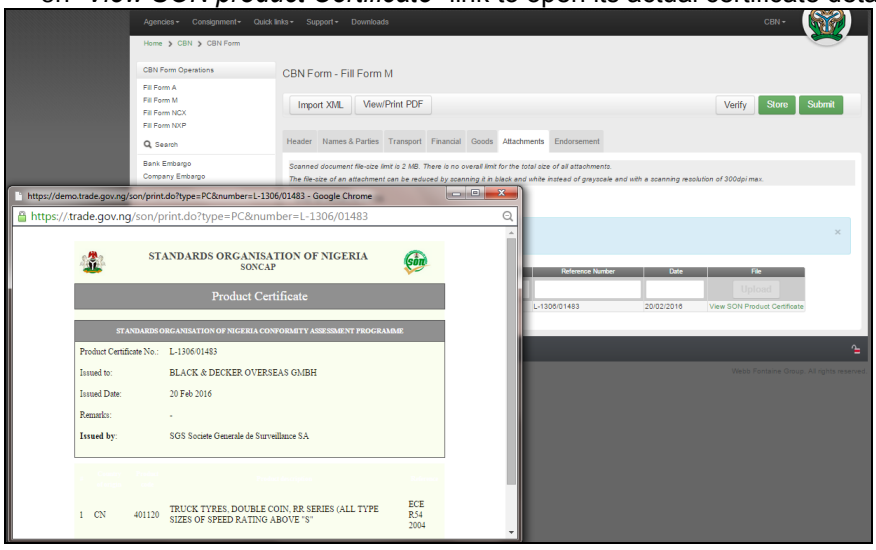
- The system requires attachment of documents when declared HS code(s) is under any regulated agency (e.g. for SON regulated items and the Item Level – State of Goods is ***NEW***) attachment of SON product certificates is mandatory.
- Ensure that the SON product certificate is activated before using it as an attachment (refer to TP-SON-SON Services Quick Guide-EN-Vx.x for activation process at Trade portal download section).
- To attached the SON electronic perform the following:
  1. Select “Product Certificate” from list of document
  2. Enter Product Certificate document reference e.g. “L-1306/01483”
  3. Enter the SON electronic document registration date
  4. Click on **Add** (+) button to add its electronic certificates




5. SON electronic Product Certificate details will be added, click on *“View SON product Certificate*” link to open its actual certificate details.

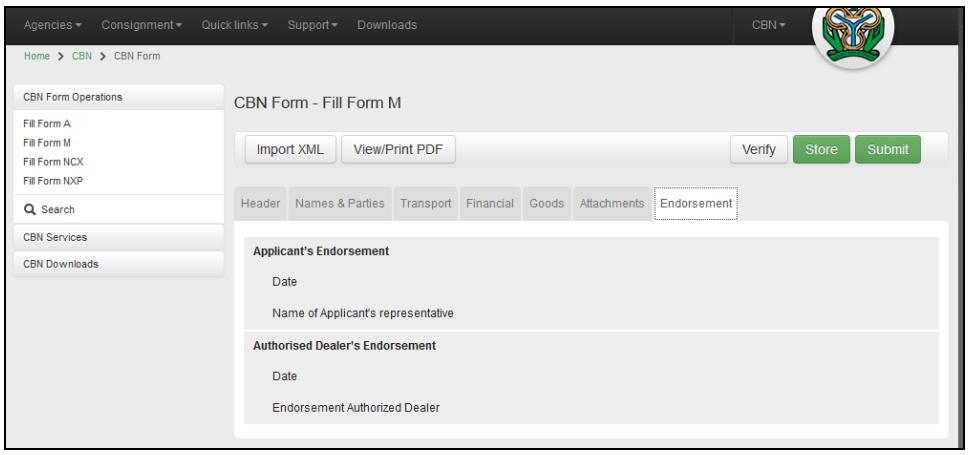



6. SON electronic Product Certificate actual document will be displayed, click on *“View SON product Certificate*” link to open its actual certificate details.


https://demo.trade.gov.ng/son/print.do?type=PC&number=L-1306/01483 - Google Chrome
https://trade.gov.ng/son/print.do?type=PC&number=L-1306/01483
STANDARDS ORGANISATION OF NIGERIA
SONCAP
Product Certificate
STANDARDS ORGANISATION OF NIGERIA CONFORMITY ASSESSMENT PROGRAMME
Product Certificate No.: L-1306/01483
Issued to: BLACK & DECKER OVERSEAS GMBH
Issued Date: 20 Feb 2016
Remarks: -
Issued by: SGS Societe Generale de Surveillance SA
1 CN 401120 TRUCK TYRES, DOUBLE COIN, RR SERIES (ALL TYPE SIZES OF SPEED RATING ABOVE 'S' ECE R.54 2004

3.1.10 On **Endorsement** tab details, **Applicants** and **Authorized** Dealer Endorsement information will be displayed. It will be automatically updated by the system after Form M submission and validation processes.

Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.

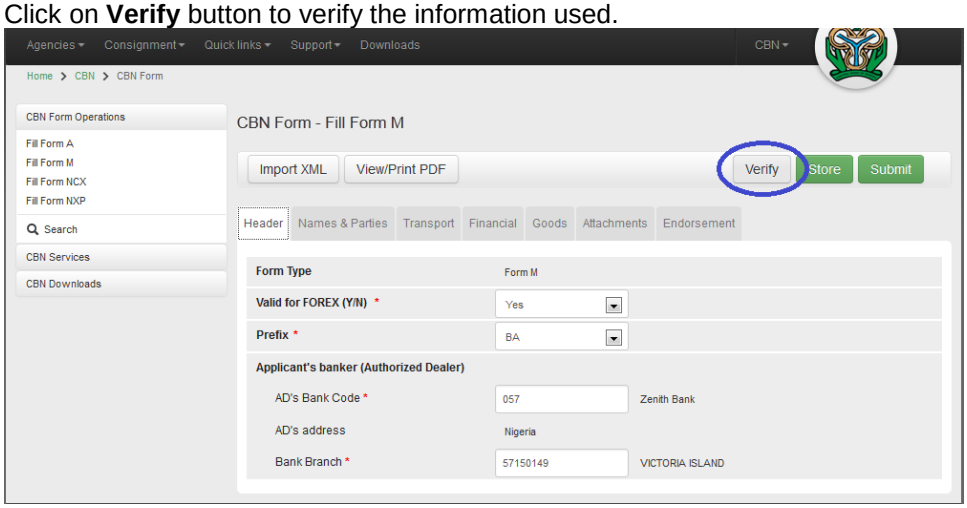



3.1.11 After having completed the all data entries of CBN Form and attached the necessary document/s, user can perform the following by clicking on its respective button:

a. **Verify** – This is to verify the information used.
b. **Store** – This is to store the newly created CBN Form on your computer.
c. **Submit** – This is to submit the newly created CBN Form to process the application.

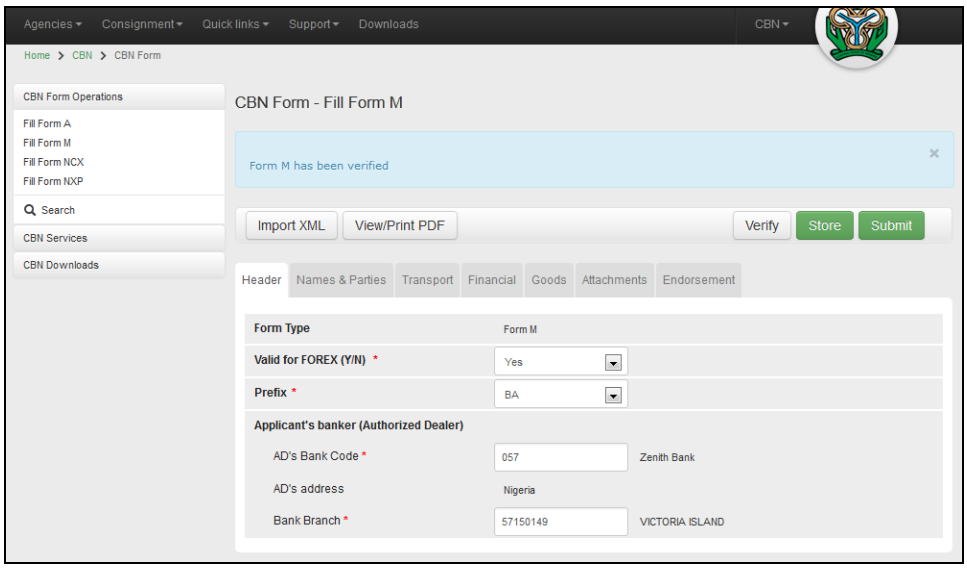
## 3.2 Verify

3.2.1 Click on **Verify** button to verify the information used.



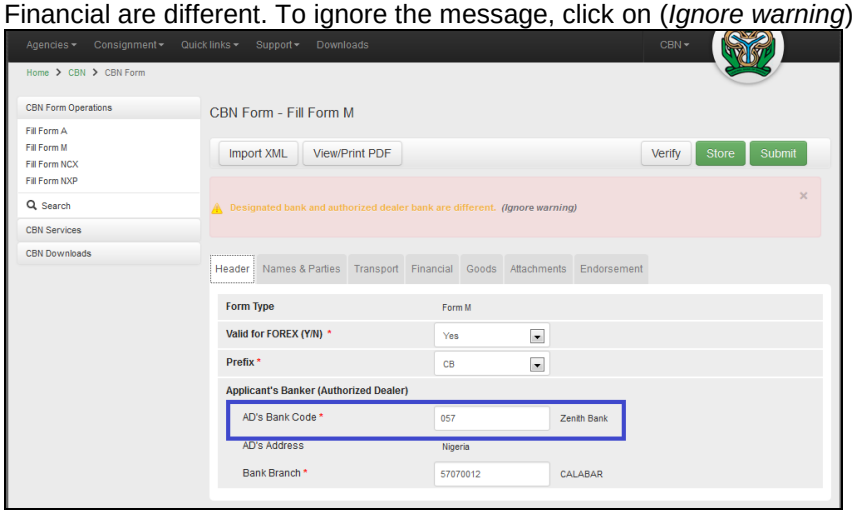

3.2.2 Message notification that "***Form M has been verified***." will be displayed if information used is correct.

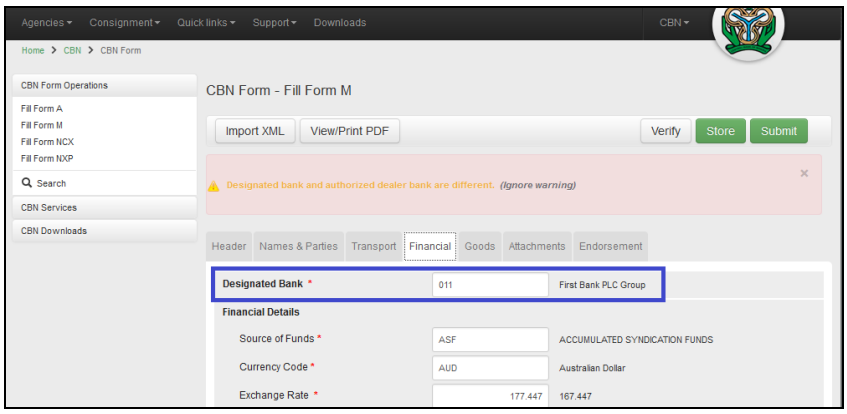
Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.




**Note1**: The system will display a **Warning Message** when:

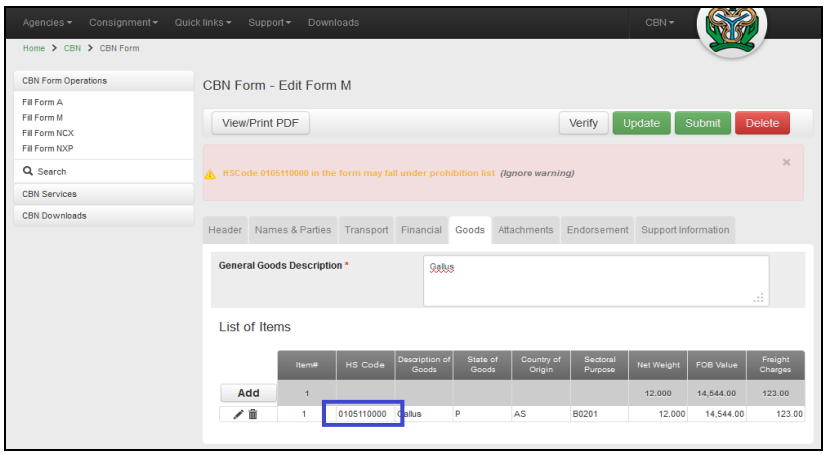
a. Selected **Applicant's Dealer Bank** on Header Tab and **Designated Bank** on Financial are different. To ignore the message, click on (*Ignore warning*).



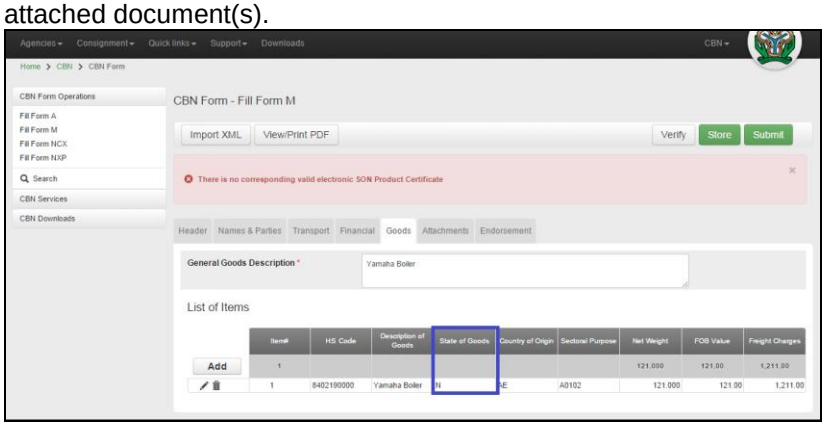

b. HS code declared in the form may fall under the List of Prohibited Items. To ignore the message, click on (*Ignore warning*).

Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.

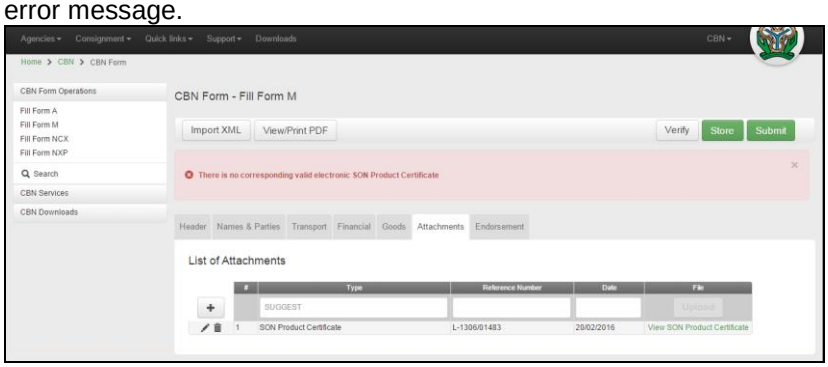



**Note2**: For the transaction that has declared any SON regulated HS codes, the system performs the following:

**1.** Notifies the specific required document(s) to be attached when there is no attached document(s).

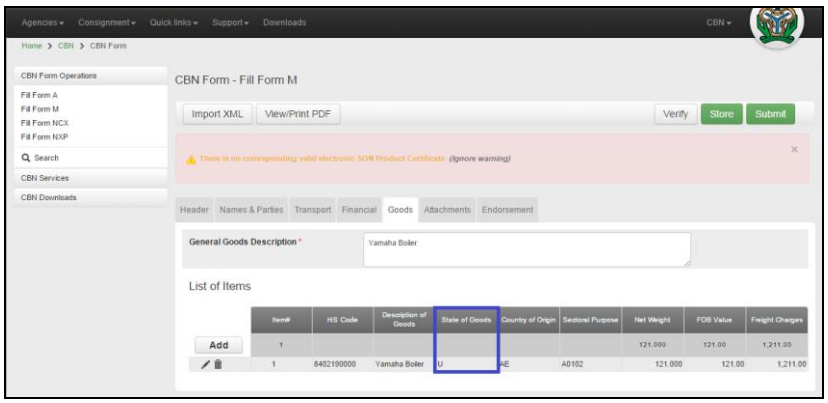



**2.** Checks if the TIN number declared in the transaction is matching with TIN number used in attached electronic document otherwise, the system displays error message.



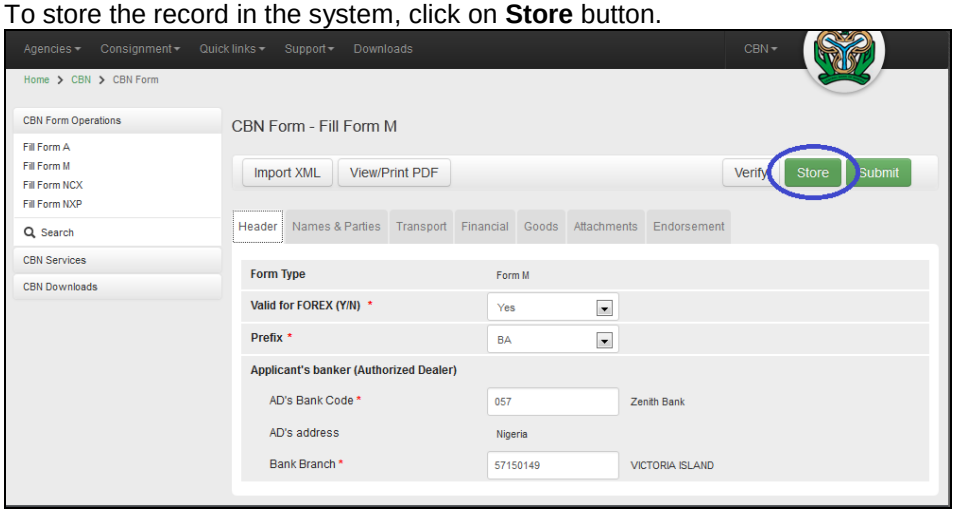

**3.** Provides a Warning messages(*There is no corresponding valid electronic SON Product Certificate (Ignore warning)* ) during verification or submission process when a transaction has declared SON regulated item and its State of Goods is either Perishables, Refurbished, Scrap or Used Goods.

Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.



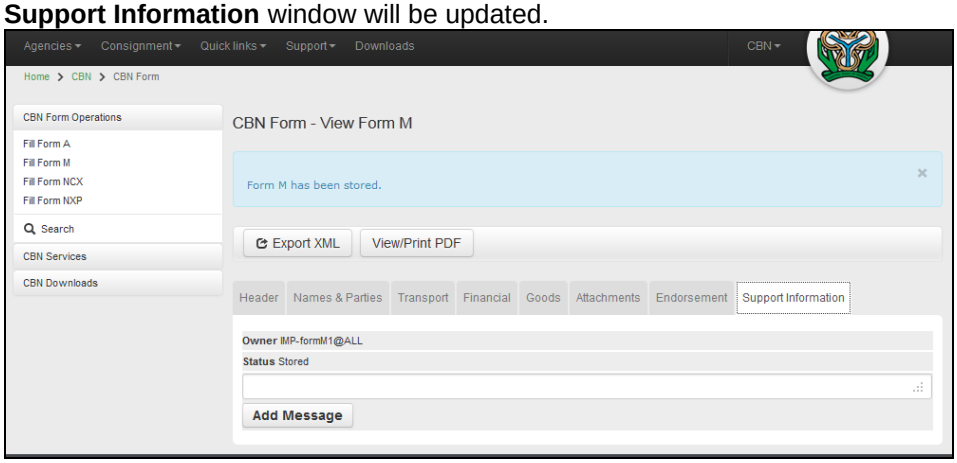

## 3.3 Store

3.3.1 To store the record in the system, click on **Store** button.




**Note**: Store operation will store the Form in the application and will not be visible to other user. Information of stored CBN form can be updated.

3.3.2 Message notification that "***Form M has been stored.***" will be displayed and **Support Information** window will be updated.

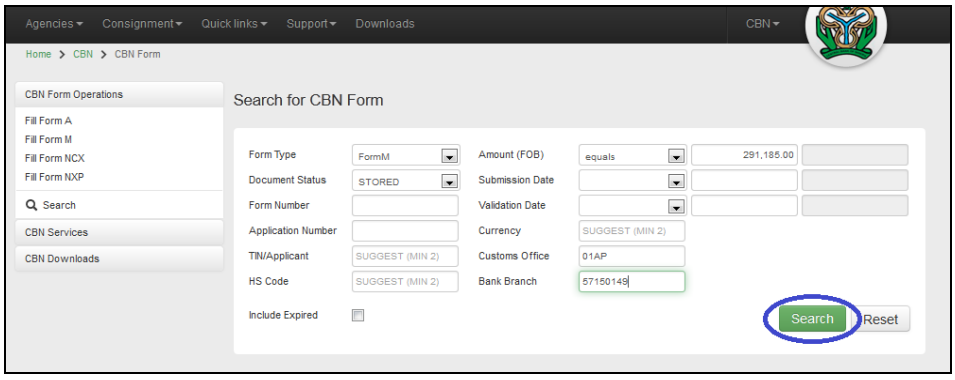



**Note**: Form M will be displayed in view mode after **Store** operation is performed.

## 3.4 Search

3.4.1 On CBN Form search page, define search parameter values and click on **Search** button.

Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.

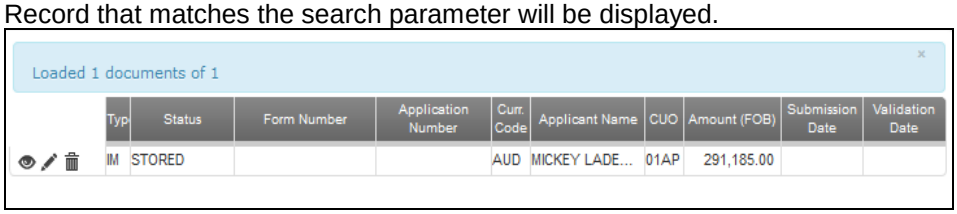



**Note**:

a. To display all CBN Form records with different type and status, click on **Search** button without defining any search parameter values.

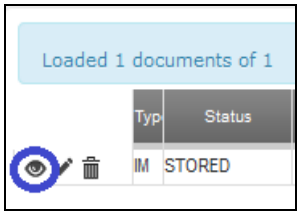
b. Tick on the "**Include Expired**" box to include all CBN Form records with expired validity in the search results.

3.4.2 Record that matches the search parameter will be displayed.

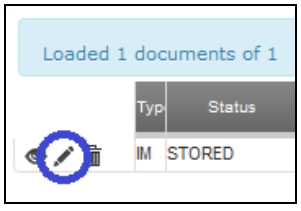



**Note**:

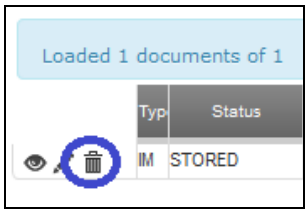
a. Click on **View** icon to open the CBN Form M Information in the current window.




b. Click on **Edit** icon to modify the contents of CBN Form M.

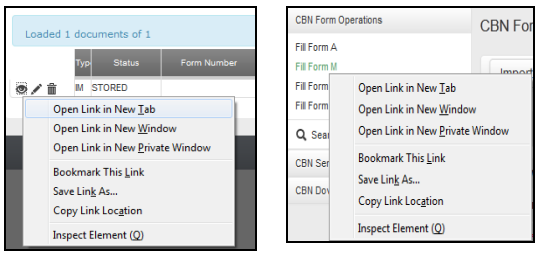



c. Click on **Delete** icon to delete the stored Form M.




d. Right click on any operation's icon or operation's name hyperlink to view other operations.

Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.

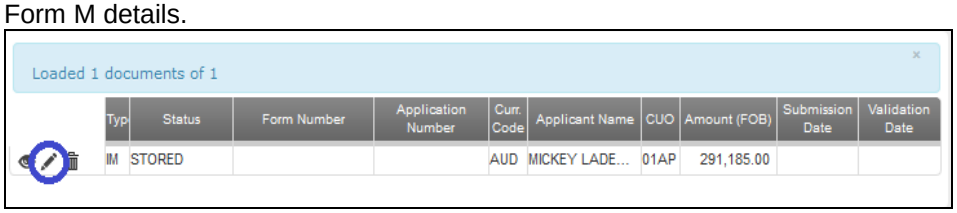



General Remarks:

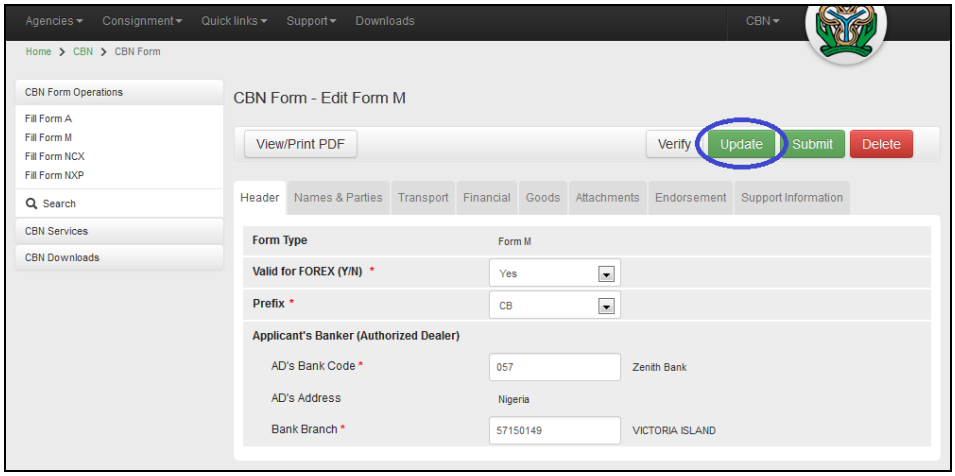
1. Users can only search, view and edit their own generated CBN form.
2. Users can view different status of their submitted CBN Forms.

## 3.5 Update

3.5.1 From search result page, select the Form M record then click on **Edit** icon to edit Form M details.

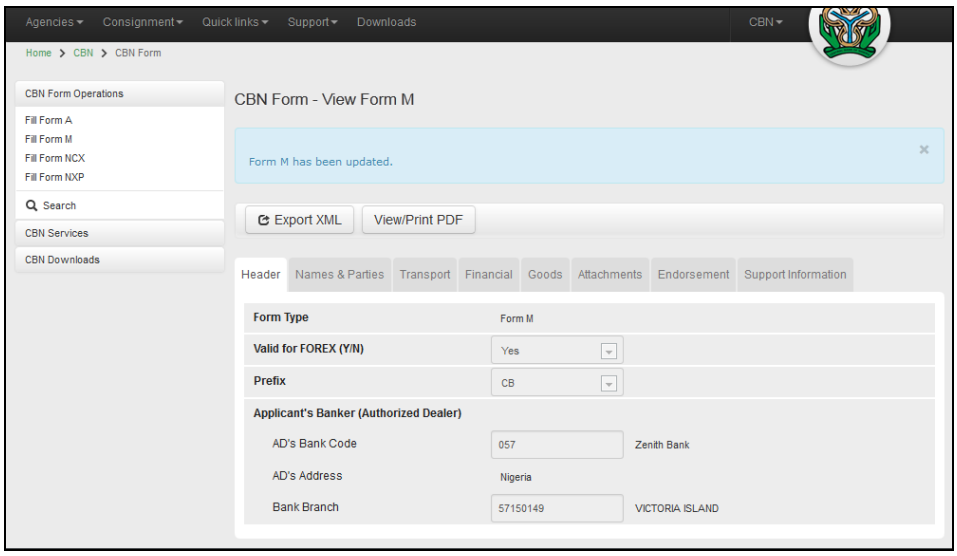



3.5.2 Form M details will be displayed. Modify the contents of Form M and/or attach necessary document/s then click on **Update** button to store/save the changes made in Form M information.



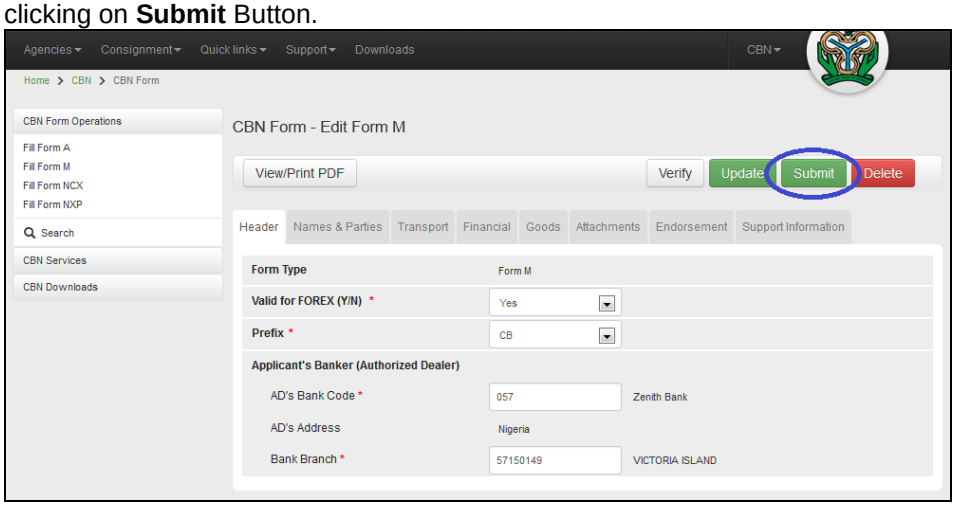

3.5.3 Message notification that "***Form M has been updated.***" will be displayed.

Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.

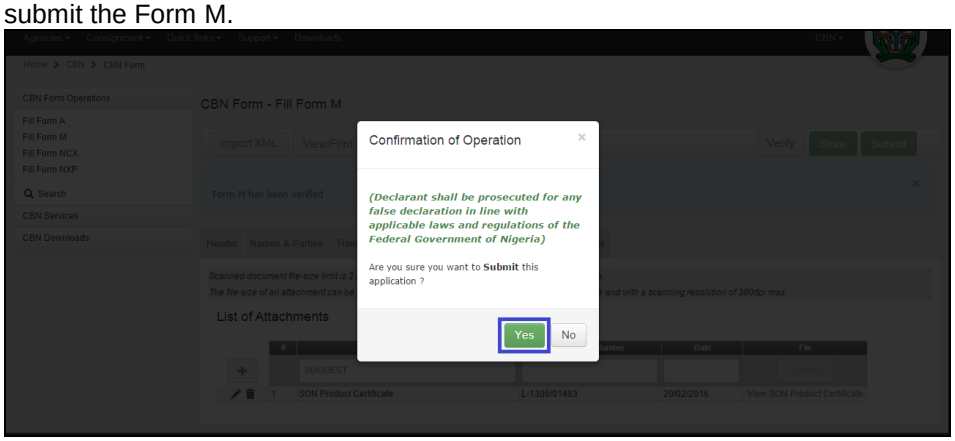



## 3.6 Submit

3.6.1 The user has the option to immediately submit the newly created Form M by clicking on **Submit** Button.

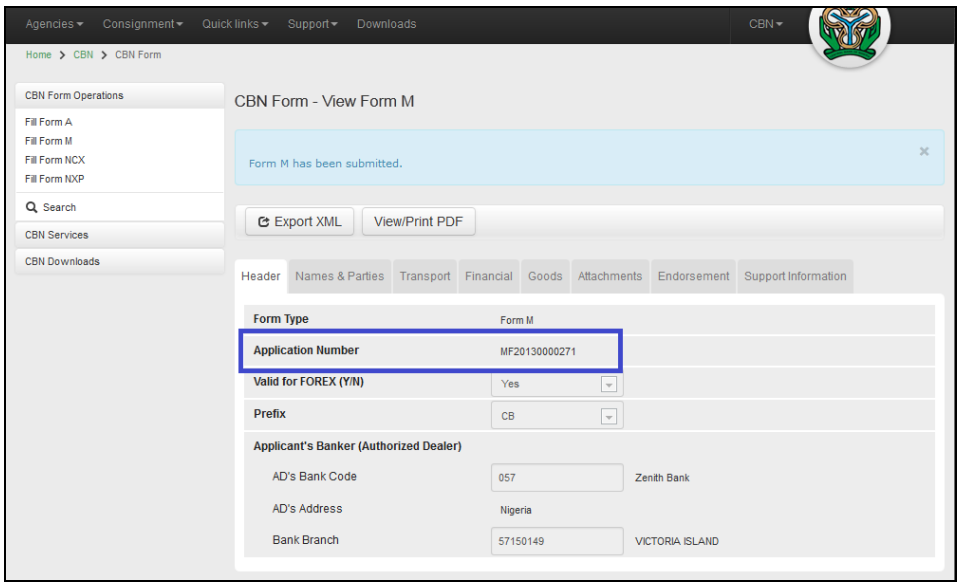



3.6.2 Confirmation message will be displayed which includes a cautionary message that "*Declarant shall be prosecuted for any false declaration in line with applicable laws and regulations of the Federal Government of Nigeria*". Click on **Yes** button to submit the Form M.


CBN Form - Fill Form M
Confirmation of Operation
(Declarant shall be prosecuted for any false declaration in line with applicable laws and regulations of the Federal Government of Nigeria)
Are you sure you want to Submit this application ?
Yes
No
List of Attachments

3.6.3 Message notification that "***Form M has been submitted.***" will be displayed. Application Number will be generated and displayed.

Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.

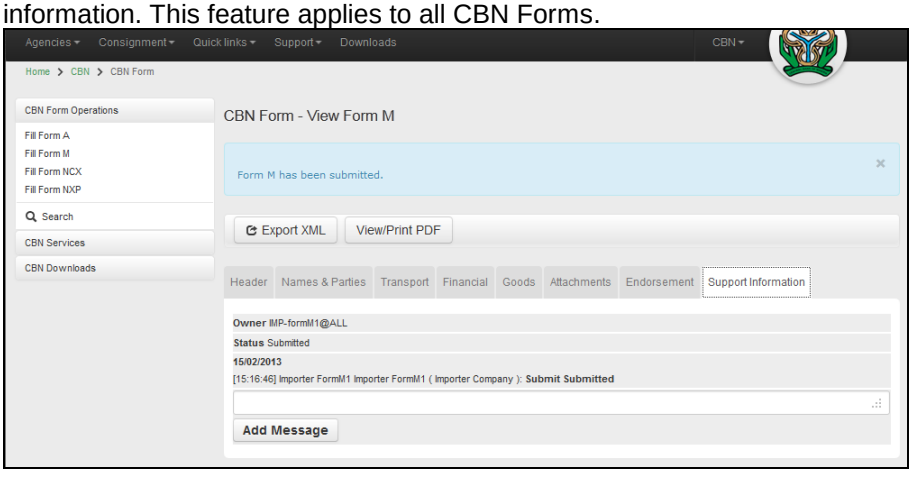



Note:

a. Application Number - This is automatically generated after Importer has submitted the CBN Form and will be *rotated every year (i.e. start from 1 for every year)*. It has the following format: [ZZ][YYYY][XXXXXXX]:
ZZ- *(MF,AA,EX,NX)*
*Form M: MF, Form A: AA, Form NXP: EX, NCX: NX*
YYYY- *Current Year*
XXXXXXX- *Current Sequential no.*

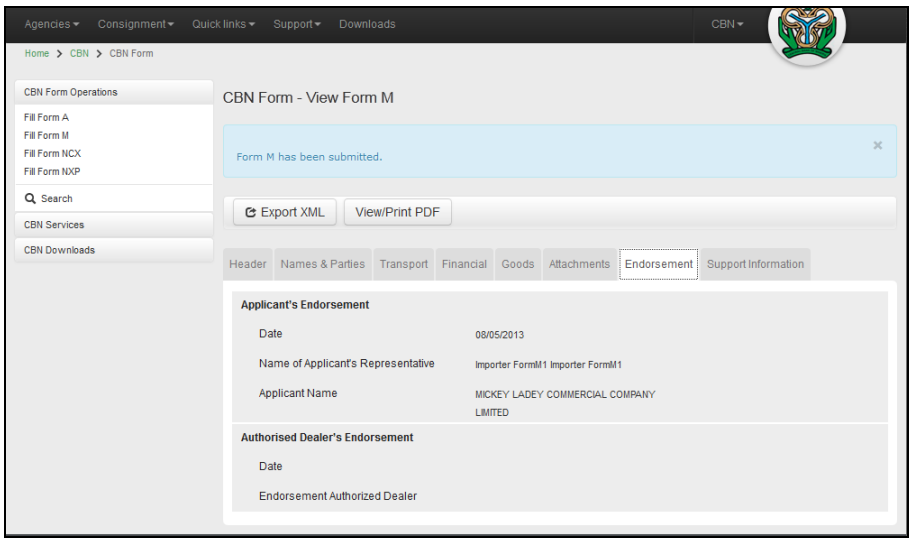
e.g. Form M: MF20130000105

b. Support Information tab will display historized details of Form M operations information. This feature applies to all CBN Forms.

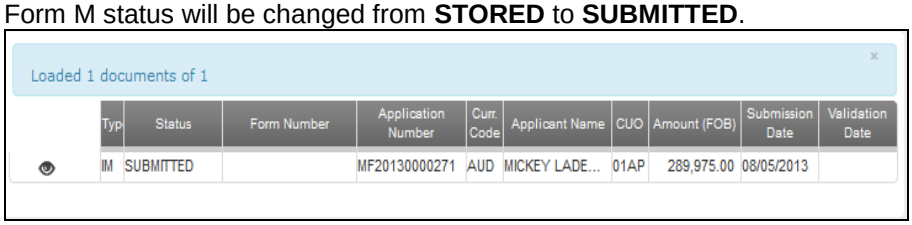



c. After **Submit** operation, Applicants details will be updated on Endorsement page as shown below:

Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.

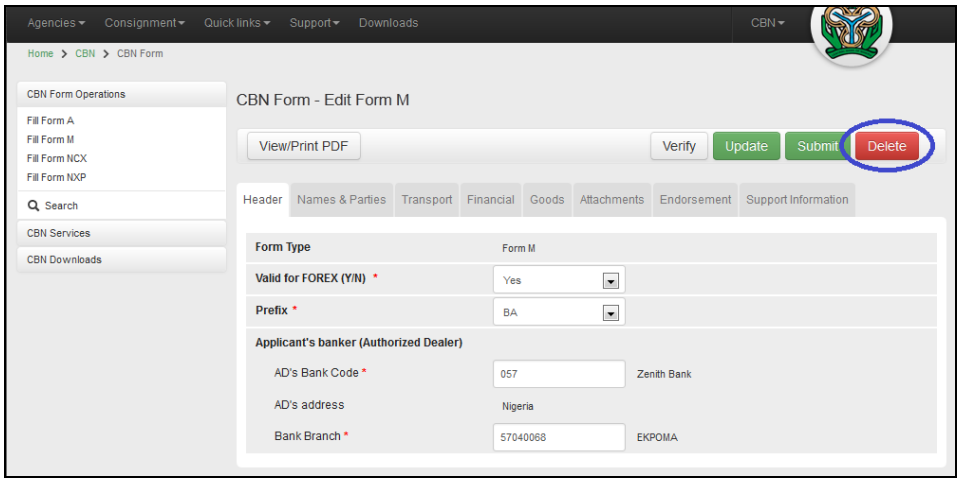



d. Form M status will be changed from **STORED** to **SUBMITTED**.



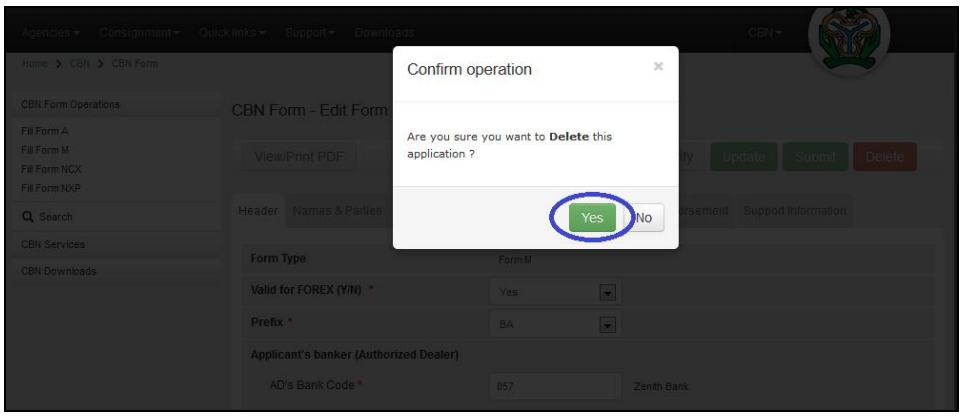

## 3.7 Deleting Stored CBN Form

3.7.1 To delete stored CBN Form M from your computer, open the form then click on **Delete** button.

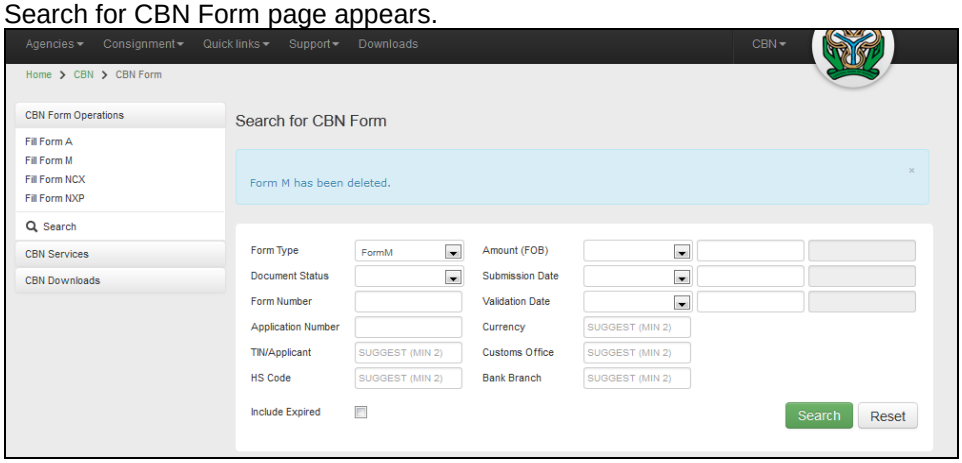



3.7.2 Confirmation message will be displayed. Click on **Yes** button to delete the stored Form M.

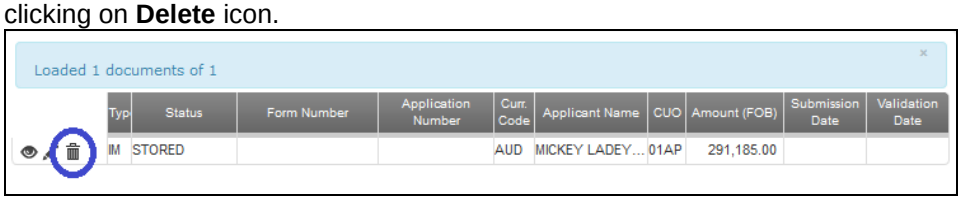
Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.




3.7.3 Message notification that "***Form M has been deleted.***" will be displayed and Search for CBN Form page appears.



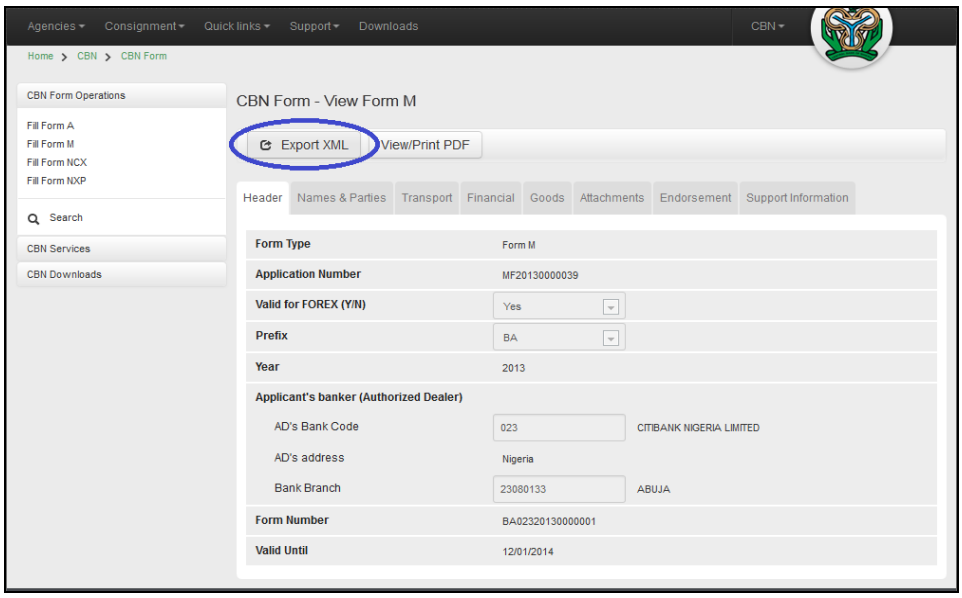

**Note**: Deleting stored Form M can be done also on Search Results page by clicking on **Delete** icon.



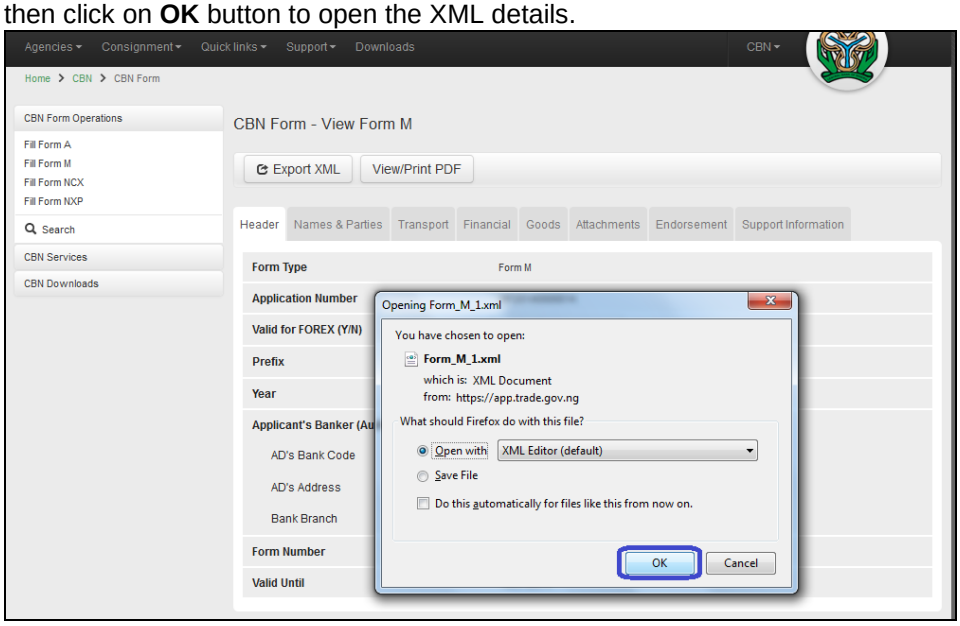

## 3.8 Export XML

3.8.1 To export Form M details into XML file, open the Form M record then click on **Export XML** button at menu bar.

Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.

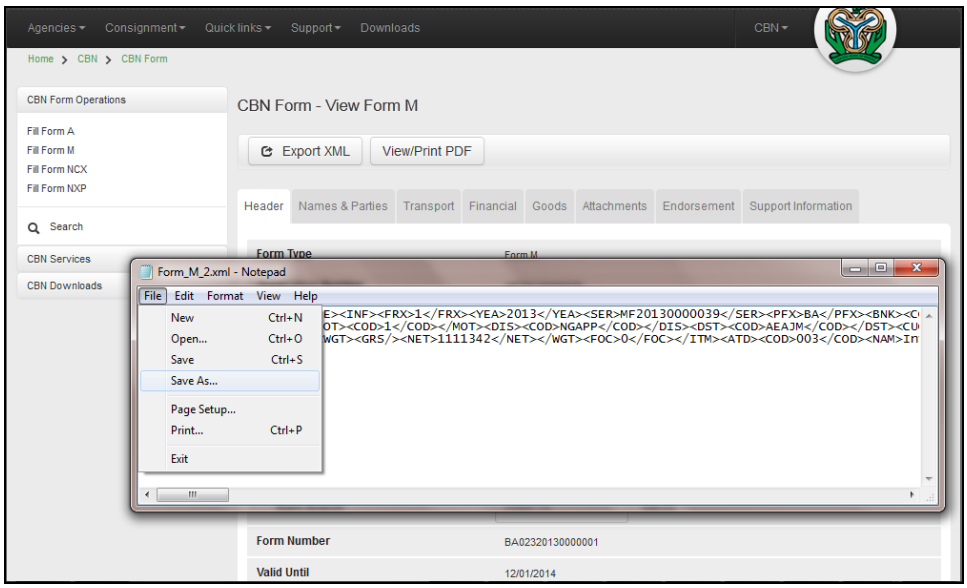



3.8.2 XML report dialogue box is displayed. Either tick on option **Open with** or **Save File** then click on **OK** button to open the XML details.



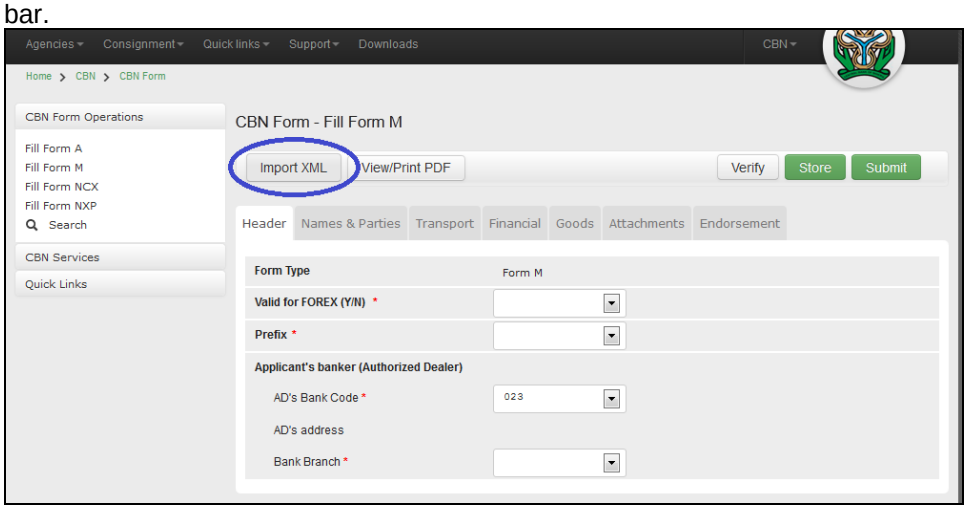

3.8.3 Generated XML file will be displayed. Click on **File** menu then select **Save as** option from dropdown menu to save the file on your computer.

Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.



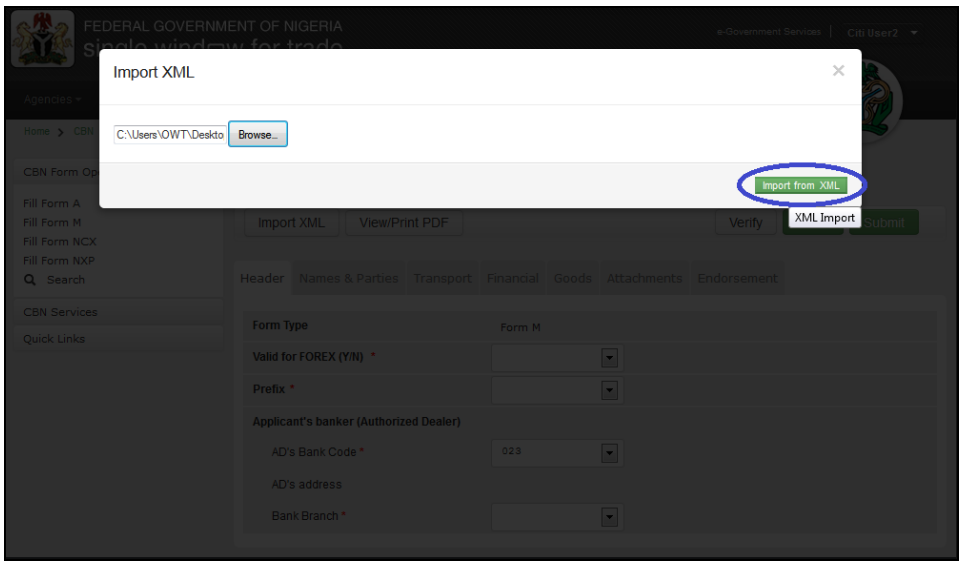

## 3.9 Import XML

3.9.1 To import XML file into Form M blank form, click on **Import XML** button at menu bar.

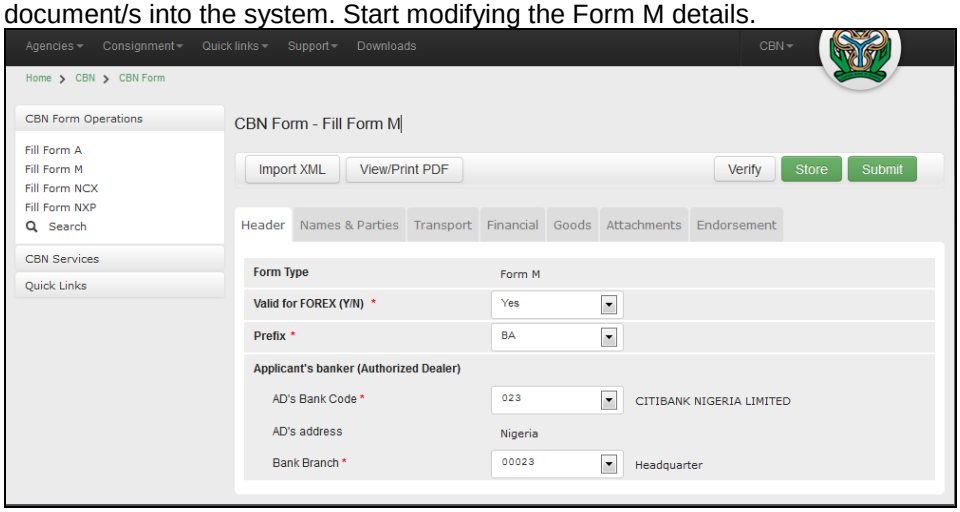



3.9.2 Import XML window will be displayed. Click on **Browse** button to select the XML file then click on **XML import** button.

Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.




3.9.3 Details of Header, Name and Parties, Transport, Financial and Goods are imported into the Form M. For attachment, users need to manually upload document/s into the system. Start modifying the Form M details.

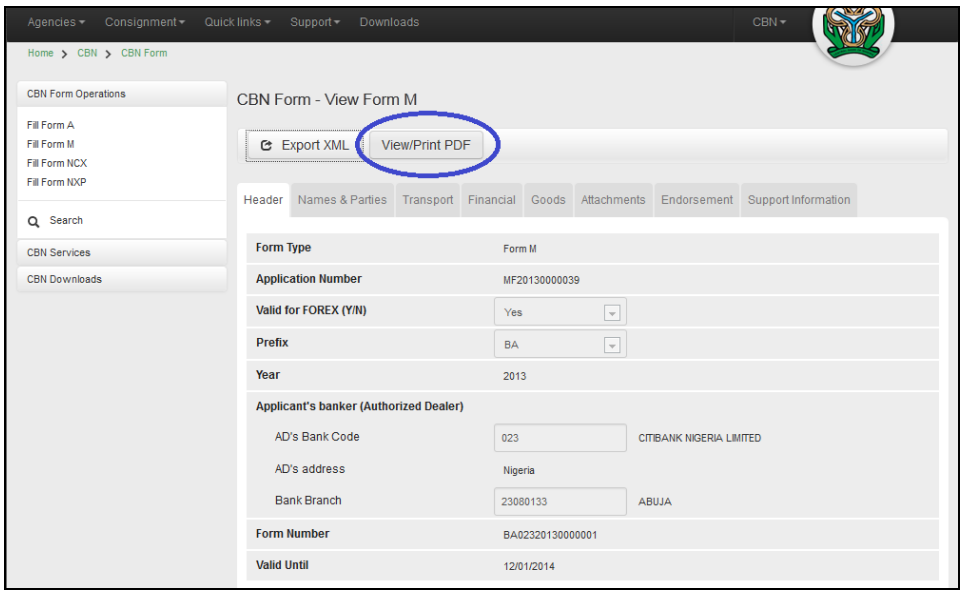



Note: For large number of items to be imported into CBN Form M blank form, User could use WFN-EXT-CBNA00-04-EN EformM Excel Template to convert Excel file into XML file. (Please refer to WFN-EXT-CBNA00-03-EN Conversion of eFormM Items from Excel to XML Guidelines).

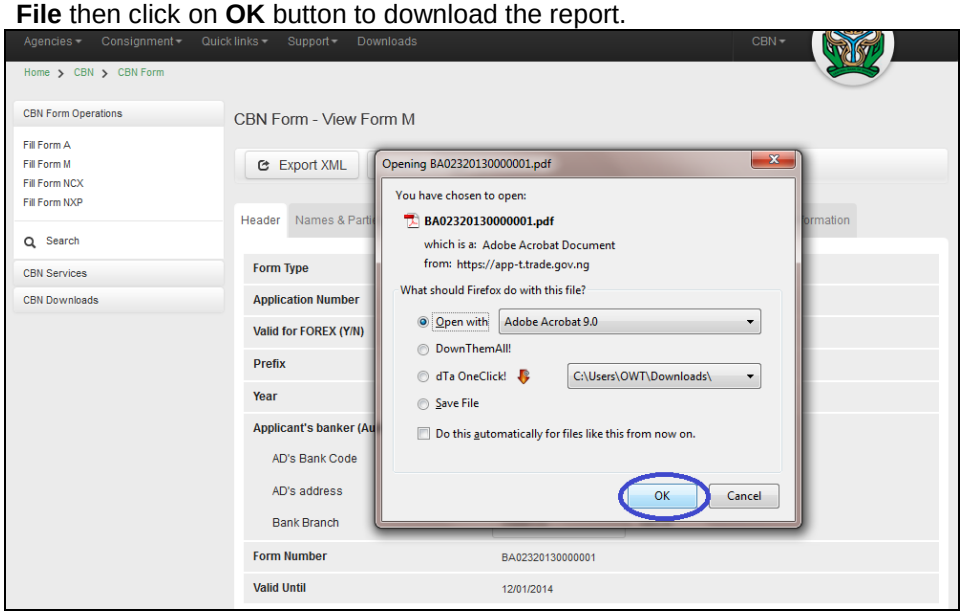
## 3.10 View/print PDF

3.10.1 To print Form M, click on **View/print PDF** button at menu bar.

Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.

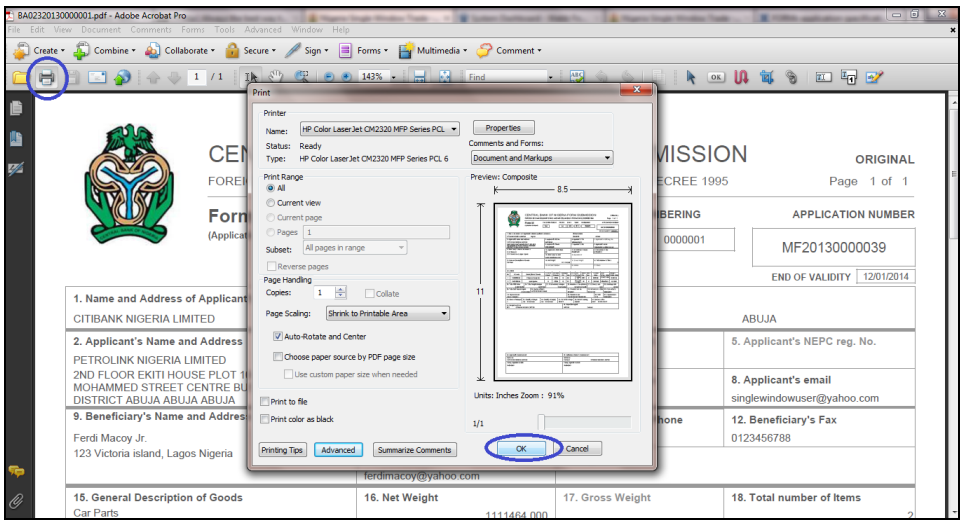



3.10.2 A PDF report dialogue box is displayed. Either tick on option **Open with** or **Save File** then click on **OK** button to download the report.




3.10.3 PDF file will be displayed. On PDF file window click on **Print** icon on toolbar to print the record.

Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.

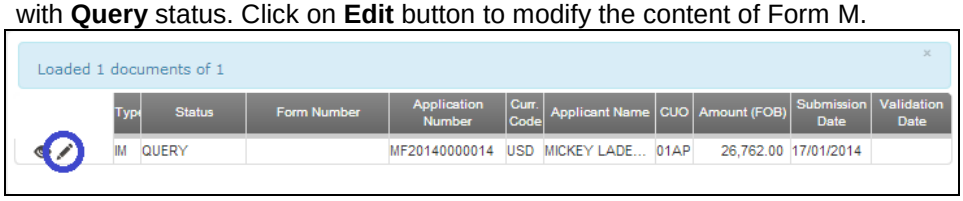



***General Remarks***:

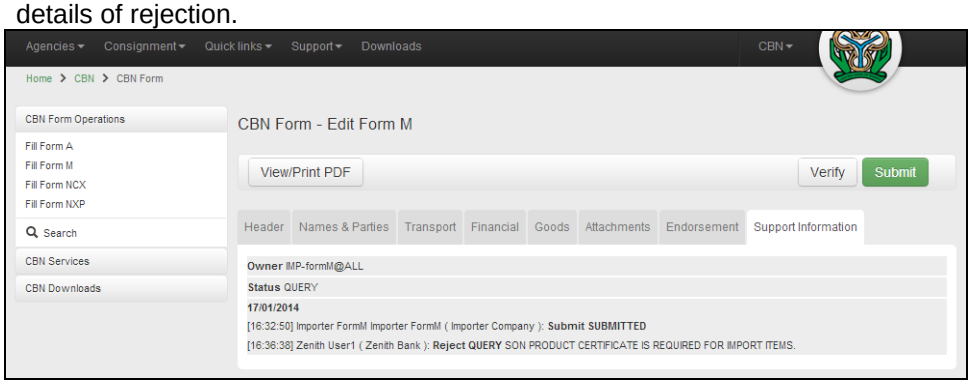
1. All CBN forms printouts are unified hence each form is identified by form type.
2. Entry labels not applicable in printed form will be in greyed out.
3. Application features are generic to all CBN forms.

## 3.11 Modification of Rejected Form M

3.11.1 To modify the rejected Form M, go to Search page then select the Form M record with **Query** status. Click on **Edit** button to modify the content of Form M.

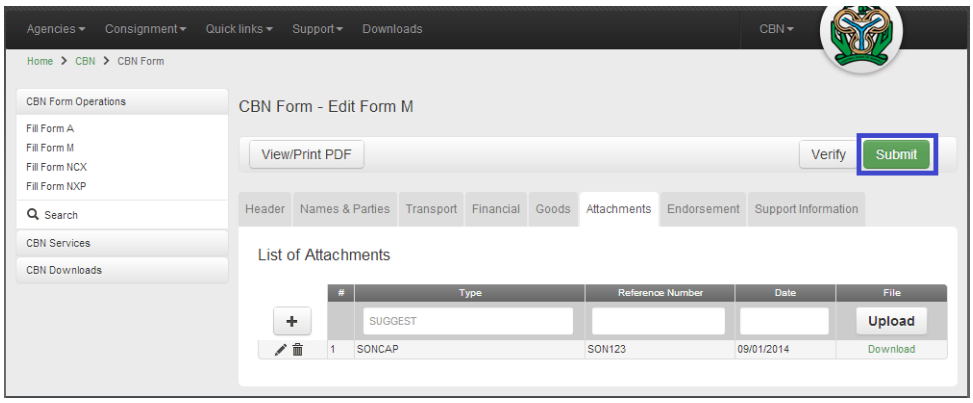



3.11.2 Form M details will be displayed. Click on **Support Information** tab to check the details of rejection.

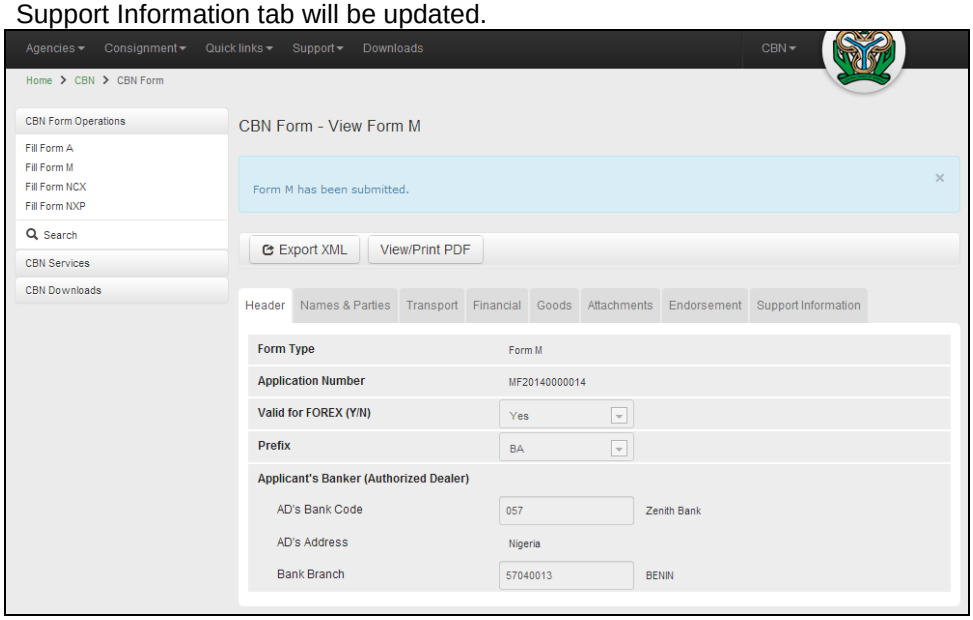



3.11.3 Start modifying the content of Form M then click on **Submit** button to submit the changes made in Form M.

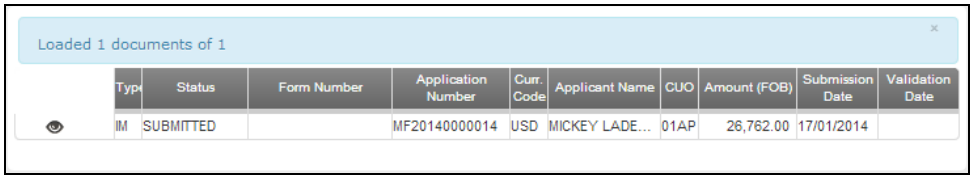
Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.




3.11.4 Message notification that "***Form M has been submitted.***" will be displayed and Support Information tab will be updated.

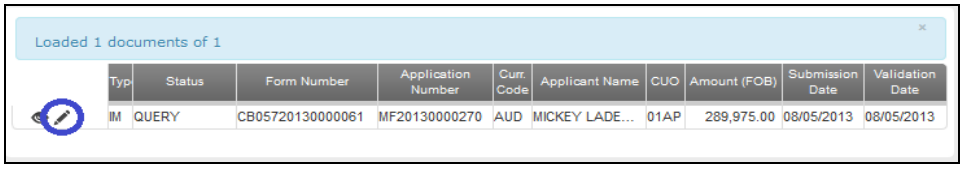



Note:
Status of Form M will be changed from "**QUERY**" to "**SUBMITTED**" after modification is made.




## 3.12 Post Entry Modification

3.12.1 From CBN Form search result page, select the Form M record then click on **Edit** icon to edit Form M details.

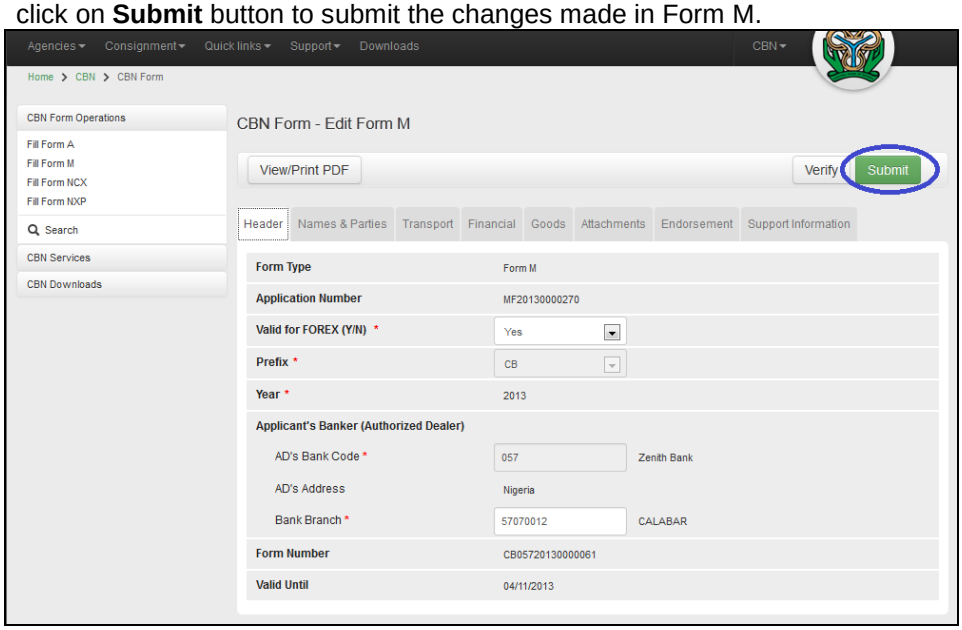



**Note**:

a. Authorised Bank must first execute the post entry operation in order for the importer to update the Form M content.
b. Registered Form M on which Post Entry has been made by authorized bank will have a "**QUERY**" status.
c. Post entry can only be made on registered Form M.

Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.

3.12.2 Form M details will be displayed. Start modifying the contents of Form M then click on **Submit** button to submit the changes made in Form M.




Note: The editable fields are the following:

a. Header Tab
- Valid for Forex (Yes or No)?
- Bank Branch

b. Transport Tab
- Customs Office
- Mode of transport
- Country of Supply
- Port of Loading
- Port of discharge
- Shipment date

c. Financial Tab:
- Designated Bank
  Note that Designated Bank is editable only when:
  1. Authorized Dealer's Bank is Non-Duty Collecting
  2. Designated Bank was removed from active list after eForm M registration
- Source of Funds
- Transfer Mode
- Terms of Delivery

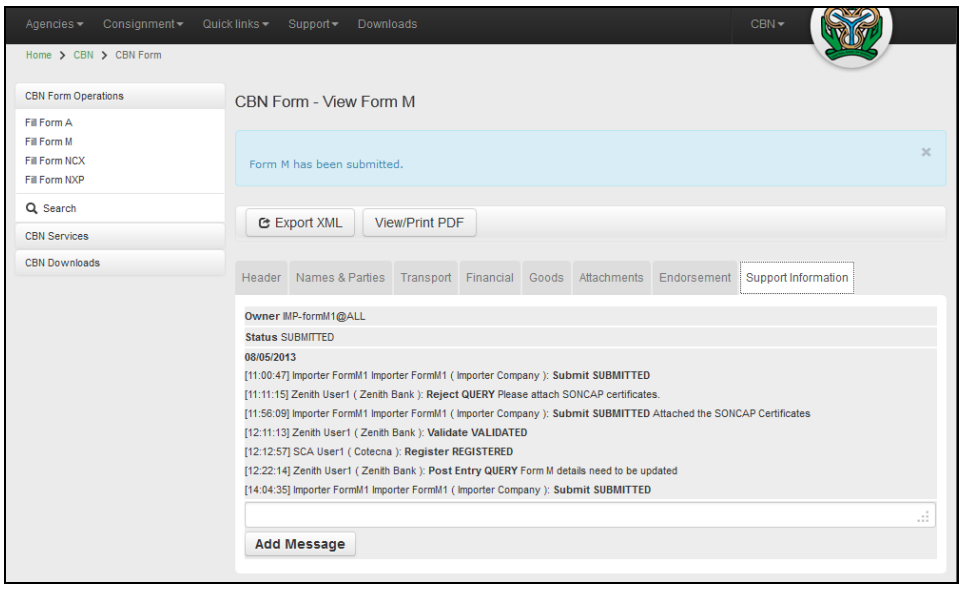
  Note: Payment (Mode/Date) – editing of the fields values are restricted to CBN only.

d. Goods Tab:
- Item level – Country of Origin

e. Attachments Tab
- User can add attachments only (note: User cannot delete attached documents)

3.12.3 Message notification that "***Form M has been submitted.***" will be displayed and **Support Information** box will be updated.

Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.

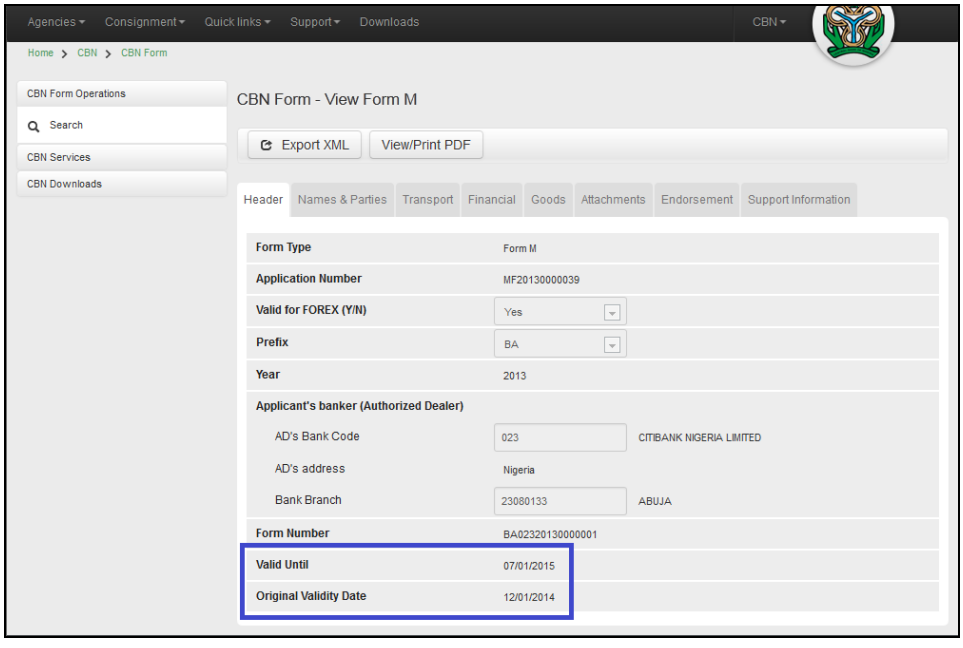



Note:
Status of Form M will be changed from "**QUERY**" to "**SUBMITTED**" after post entry modification has been made.

## 3.13 Form M Validity Extension

3.13.1 The user needs to request Form M Validity extension to designated Bank where he processed the Form M.

3.13.2 When request has been approved, Form M validity will be displayed as shown below:




**Note**:

a. Form M initial validity extension can only be made by the authorised bank:
   - Validity extension for general merchandise is 180 days.

Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.

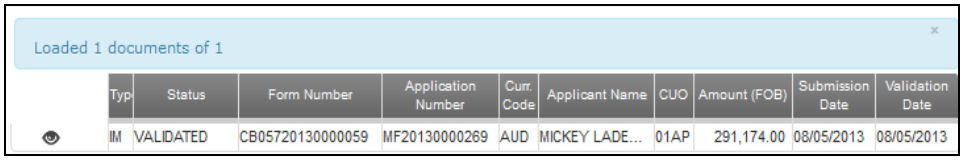
- Validity extension for plant and machinery is 360 days.

b. Any subsequent validity extension will be made by CBN:
   - There is no limit for the number of extension to be made by CBN and duration should be selected.
   - Validity extension for general merchandise should be 1 to 180 days.
   - Validity extension for plant and machinery should be 1 to 360 days.

c. Form M Validity Extension can be done before or after the expiry of Validity Date.

## General Remarks:

a. Status of CBN Form M will be changed from "**SUBMITTED**" to **"VALIDATED**" after it has been validated by **Bank**.

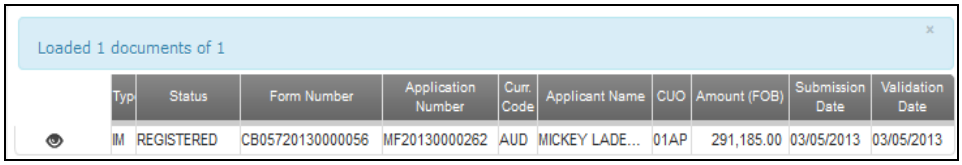

Loaded 1 documents of 1

| | Typ | Status | Form Number | Application Number | Curr. Code | Applicant Name | CUO | Amount (FOB) | Submission Date | Validation Date |
|---|---|---|---|---|---|---|---|---|---|---|
| | IM | VALIDATED | CB05720130000059 | MF20130000269 | AUD | MICKEY LADE... | 01AP | 291,174.00 | 08/05/2013 | 08/05/2013 |

b. Initial Validity date of Form M after validation:
   - Validity Date for general merchandise is 180 days
   - Validity Date for plant and machinery is 360 days

c. Form Number is automatically generated after the Bank has validated the CBN Form. Its format is **ZZXXXYYYY1234567**:
   **ZZ** - Prefix (i.e. BA, CB, EX, IS, NX)
   **XXX**- Bank code
   **YYYY**- Year
   **1234567**- Sequential number
   Example: **BA**02320130000001
   Note: EX, IS, NX are prefix for other CBN Forms (NXP, A, NCX).

d. Status of CBN Form M will be changed from "**VALIDATED**" to **"REGISTERED**" after it has been registered by **Scanning Company**.


Loaded 1 documents of 1

| | Typ | Status | Form Number | Application Number | Curr. Code | Applicant Name | CUO | Amount (FOB) | Submission Date | Validation Date |
|---|---|---|---|---|---|---|---|---|---|---|
| | IM | REGISTERED | CB05720130000056 | MF20130000262 | AUD | MICKEY LADE... | 01AP | 291,185.00 | 03/05/2013 | 03/05/2013 |

e. Short Message Service (SMS) notification format to be sent by the system to Importer after registration, rejection and cancellation of Form M has been made:

*Form M with application number {applicationNumber} (form number {formNumber}, ADB:{bankname}) has been {operationNameMade} by user {company} on {Date/Time}.*

f. Electronic mail notification format to be sent by the system to Importer after registration, rejection and cancellation of Form M has been made:

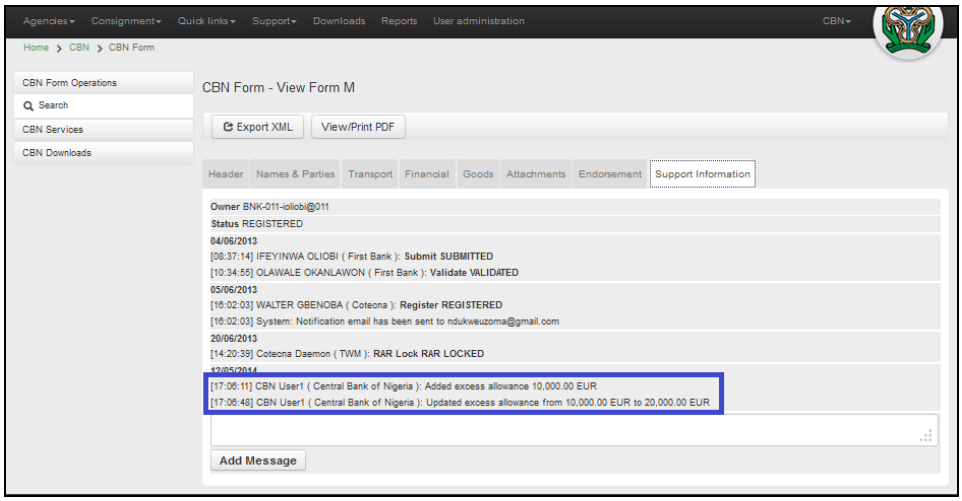
*Dear User,*
*Form M with application number {applicationNumber} (form number {formNumber}, ADB:{bankname}) has been {operationNameMade} by user {company} on {Date/Time}.*

Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.

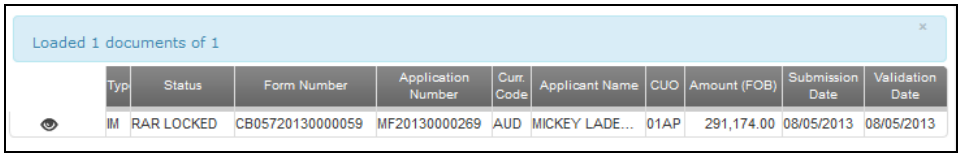
*message:*
*Should you experience issues with the CBN electronic forms application, please contact the support at support@trade.gov.ng.*

*NSW Trade Portal team*
*Information in this email intended solely for the use of the individual(s) to whom it is addressed or otherwise directed.*
*The recipient should check this email for the presence of viruses.*
*The Government accepts no liability for any damage caused by any virus transmitted by this email.*
*If you are not the addressee or have received this message in error, please delete it as well as all copies from your system.*

g. Approved Form M Excess Allowance details will be displayed at Support Information Tab.

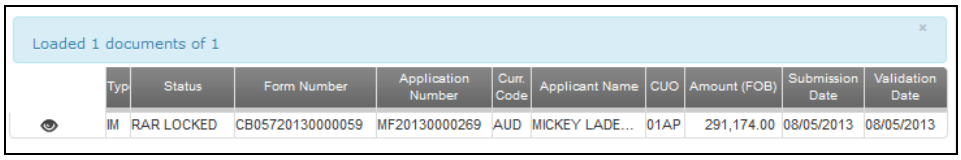



h. Status of Form M will be changed from "**REGISTERED**" to "**RAR LOCKED**" after its **RAR** has been registered. CBN Form M with RAR Locked status cannot be modified or cancelled.



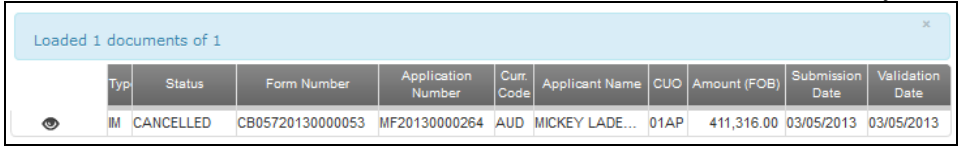

| Typ | Status | Form Number | Application Number | Curr. Code | Applicant Name | CUO | Amount (FOB) | Submission Date | Validation Date |
|---|---|---|---|---|---|---|---|---|---|
| IM | RAR LOCKED | CB05720130000059 | MF20130000269 | AUD | MICKEY LADE... | 01AP | 291,174.00 | 08/05/2013 | 08/05/2013 |

i. After the validity date of Form M with "**RAR LOCKED**" status has been extended by Authorised Dealer Bank or CBN, its status remains "**RAR LOCKED**".




| Typ | Status | Form Number | Application Number | Curr. Code | Applicant Name | CUO | Amount (FOB) | Submission Date | Validation Date |
|---|---|---|---|---|---|---|---|---|---|
| IM | RAR LOCKED | CB05720130000059 | MF20130000269 | AUD | MICKEY LADE... | 01AP | 291,174.00 | 08/05/2013 | 08/05/2013 |

j. Status of Form M will be changed from "**QUERY**" to "**CANCELLED**" or "**REGISTERED**" to "**CANCELLED**" after Form M has been cancelled by CBN.



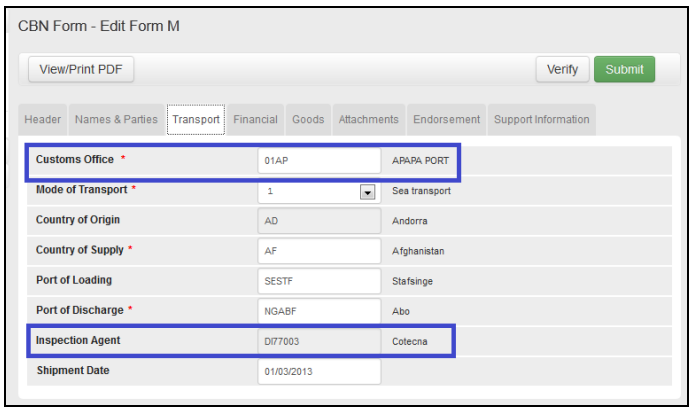

| Typ | Status | Form Number | Application Number | Curr. Code | Applicant Name | CUO | Amount (FOB) | Submission Date | Validation Date |
|---|---|---|---|---|---|---|---|---|---|
| IM | CANCELLED | CB05720130000053 | MF20130000264 | AUD | MICKEY LADE... | 01AP | 411,316.00 | 03/05/2013 | 03/05/2013 |

**Note**: CBN should be able to cancel Form M with **QUERY** and **REGISTERED** status only.

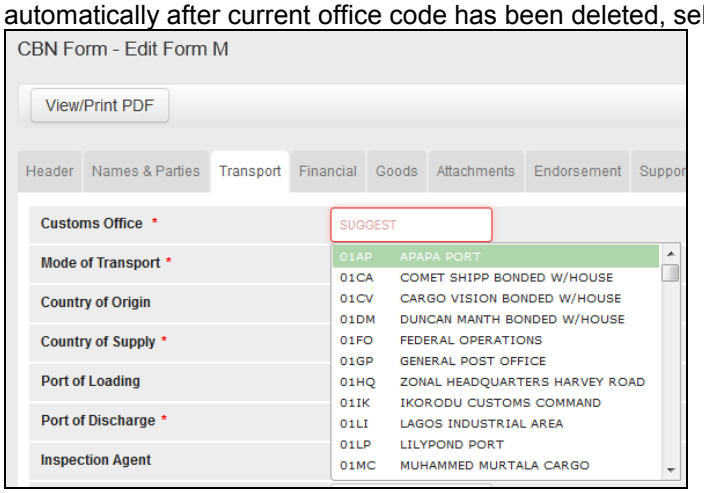
Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.

k. Changed of Apapa (01AP) Inspection Agent from “Cotecna” to “Global Scan”. For CBN Form M that has been submitted earlier with Office code “01AP” and “Cotecna” as Inspections Agent, the following are to be done to change the inspection agent:

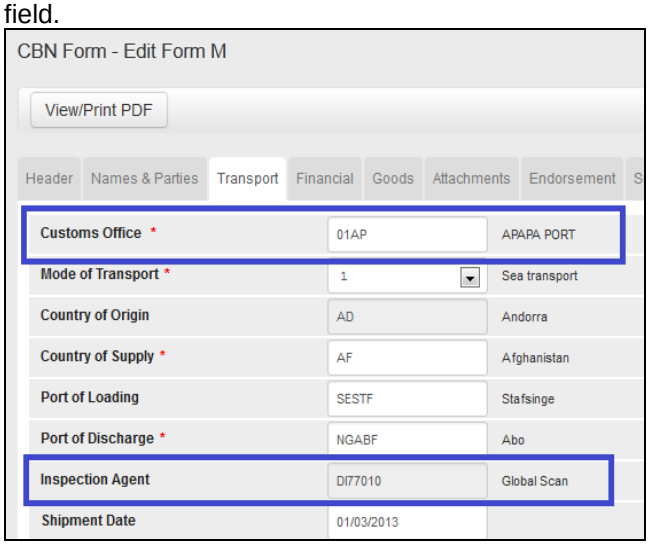
- Form M should be in “Query” status in order to do the modification of Inspection Agent.




- To modify the Inspection Agent, go to Transport tab then manually erase the current value of Office code: “01AP”. List of Customs office will be displayed automatically after current office code has been deleted, select “01AP”.




- New Inspection Agent code and name will be displayed in Inspection Agent field.



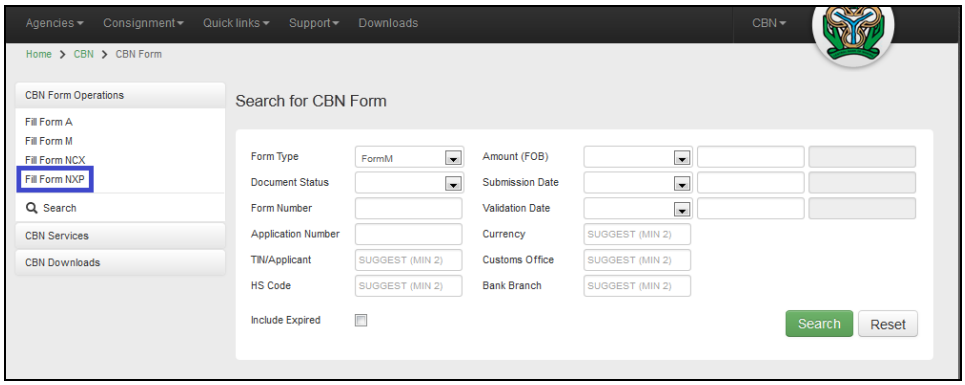

Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.

- Click on Submit button to save the changes made.

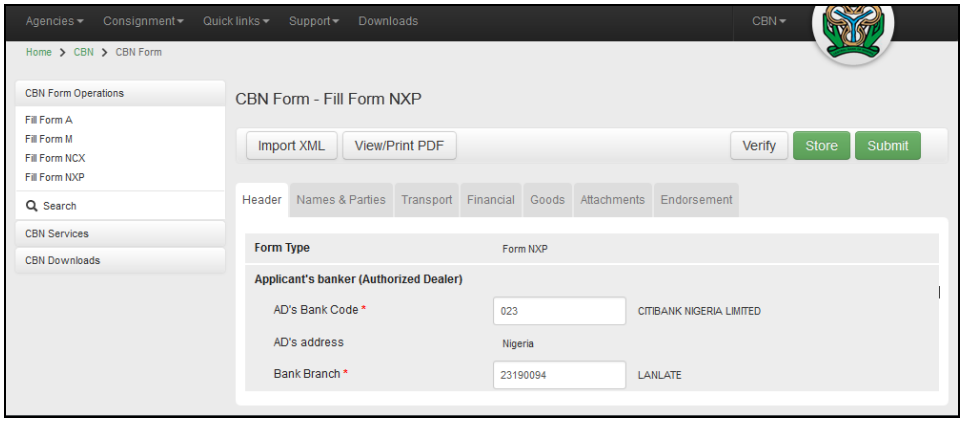
# 4 FORM NXP OPERATIONS

## 4.1 Create

4.1.1 To create new Form NXP record, click on CBN Form Operations then click on **Fill Form NXP** hyperlink.




4.1.2 Fill Form NXP page will be displayed. Complete all data entries (Header, Names and Parties, Transport, Financial, Goods, Attachments, Endorsement).



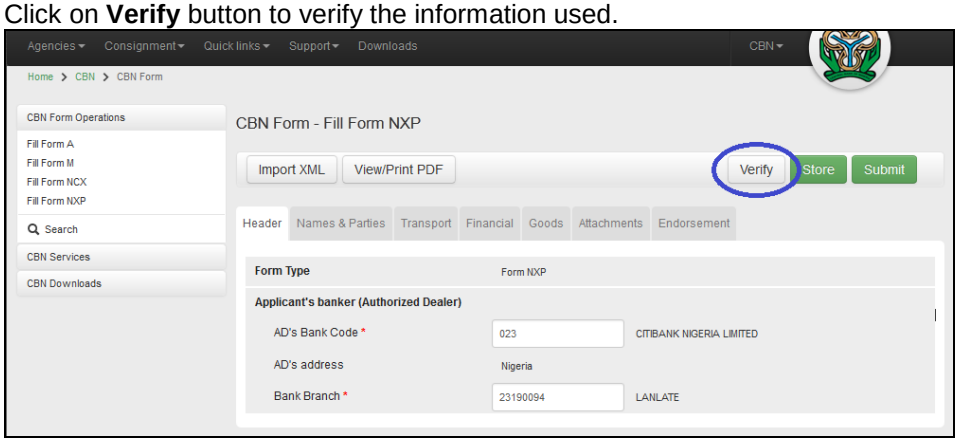

| Tab Name | Enter or select any values for the following fields: |
|---|---|
| Header | AD's Bank Code, Bank Branch |
| Name and Parties | Applicant TIN, Applicant's NEPC reg. No., Applicant's State Code, Applicant's City, Applicant's Phone, Applicant's Email, Consignee's Name, Consignee's Address, Consignee's Country, Consignee's Phone, Consignee's Fax, Consignee's Email and By order of. |
| Transport | Customs Office, Mode of Transport, Country of Origin, Country of Supply, Port of Loading, Port of Discharge, Inspection Agent and Shipment Date. |
| Financial | Designated Bank, Currency Code, Exchange Rate, Total Ancillary charges, Insurance Value, Proforma Invoice Number, Proforma Invoice Date, Payment Mode, Payment Date, Transfer Mode and Term of Delivery.<br>**Note**: Total FOB Value, Total Freight Charges and Total C&F Values are automatically calculated and displayed. |

Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.

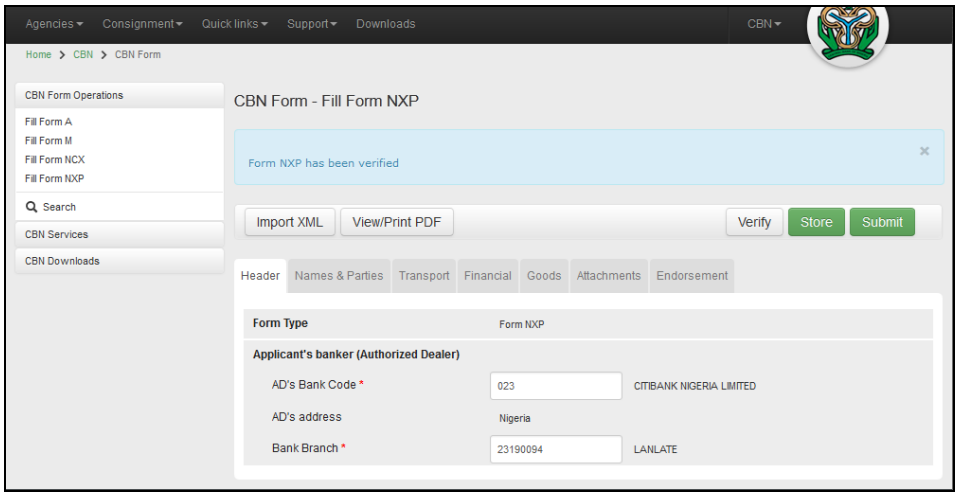
| Tab Name | Enter or select any values for the following fields: |
|---|---|
| Goods | General Goods Description, HS Code, Commercial Description of Goods, State of Goods, Sectoral Purpose, Type of Packages, No. of Packages, Gross Weight (kg), Net Weight (kg), Quantity, Unit of Measurement Code, Unit Price (currency), FOB Value and Freight charges (currency). |
| Attachment | Type of Document, Reference Number and Date. |

## 4.2 Verify

4.2.1 Click on **Verify** button to verify the information used.



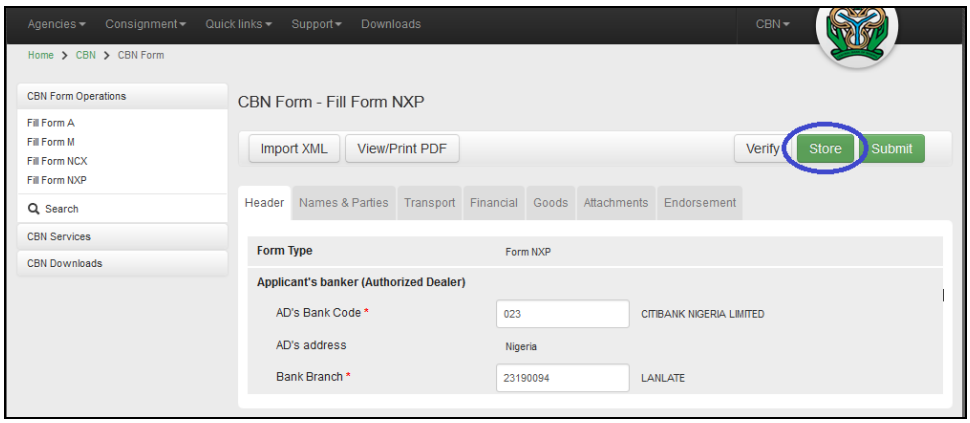

4.2.2 Message notification that "***Form NXP has been verified.***" will be displayed if information used is correct.



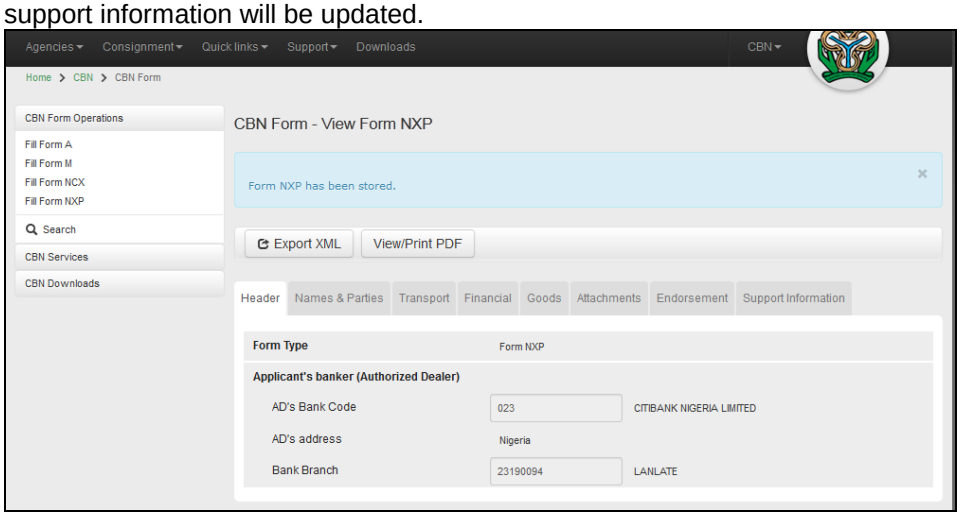

## 4.3 Store

4.3.1 After completing all Form NXP entries, click on **Store** button to store the record in the system.

Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.

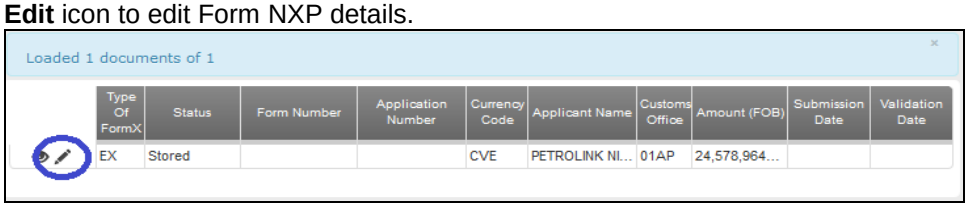



4.3.2 Message notification that "***Form NXP has been stored.***" will be displayed and support information will be updated.

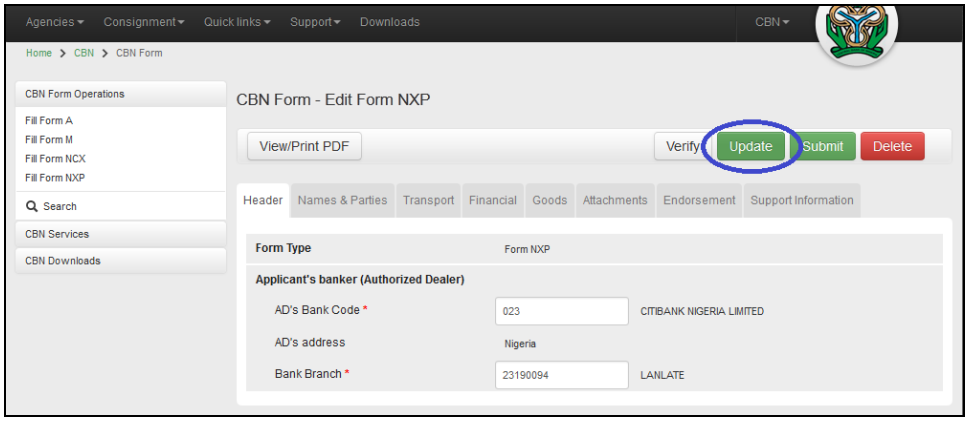



## 4.4 Update

4.4.1 From Form NXP search result page, select the Form NXP record then click on **Edit** icon to edit Form NXP details.

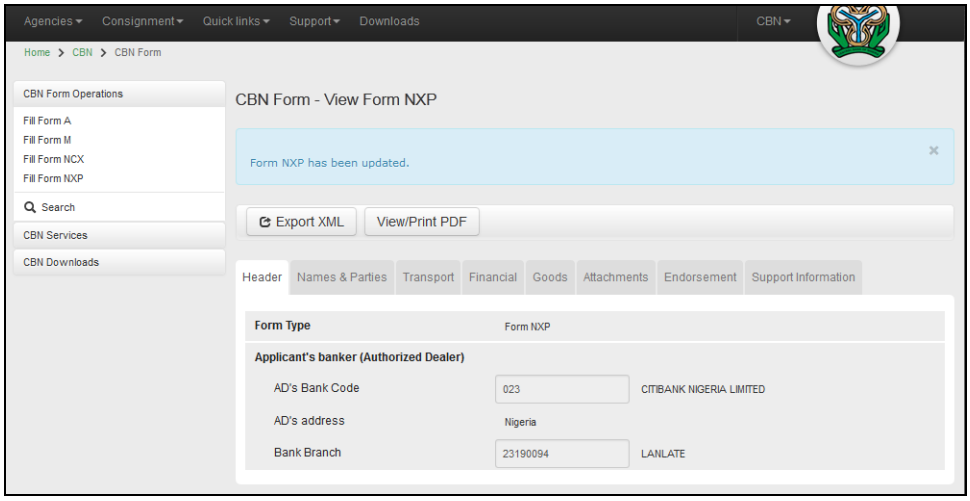



4.4.2 Form NXP details will be displayed. Modify the content and/or attach necessary document/s then click on **Update** button to save/store the changes made in NXP information.



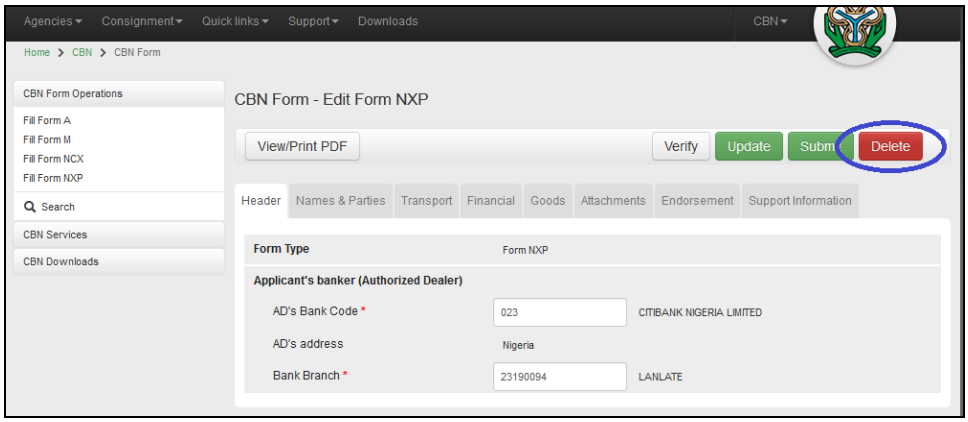

Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.

4.4.3 Message notification that "***Form NXP has been updated***." will be displayed.

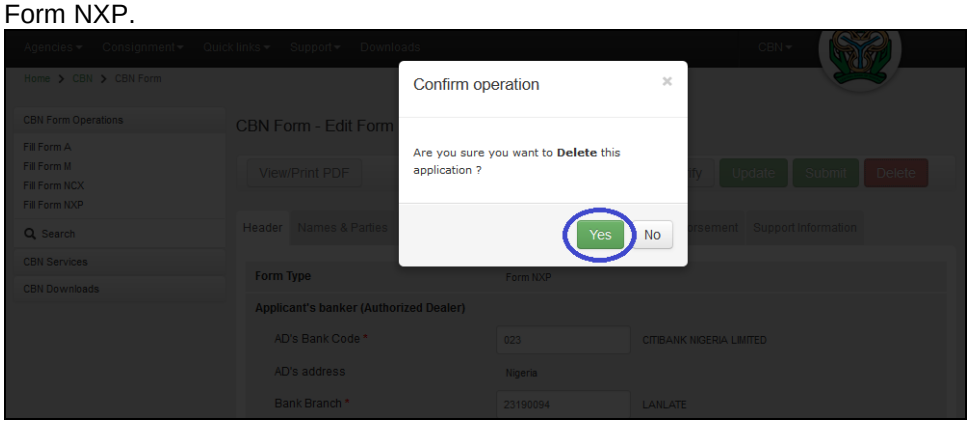



## 4.5 Deleting Stored CBN Form

4.5.1 To delete stored CBN Form NXP from your computer, open the form then click on **Delete** button.

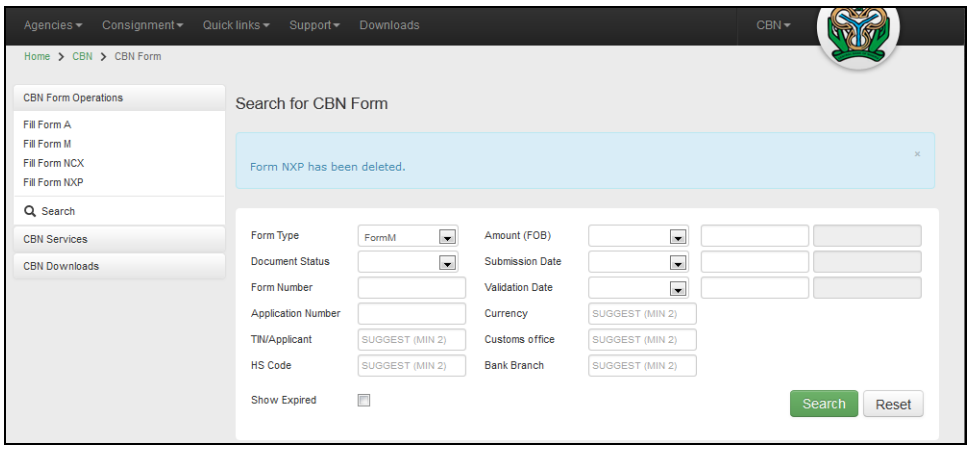



4.5.2 Confirmation message will be displayed. Click on **Yes** button to delete the stored Form NXP.



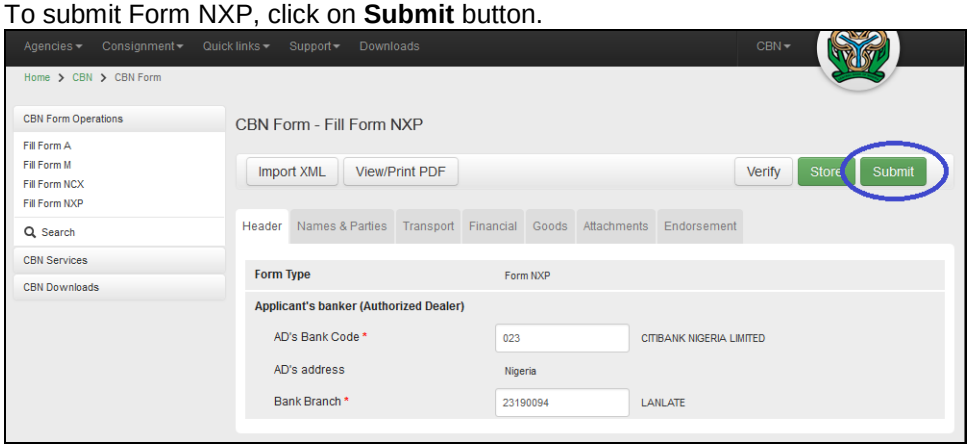

4.5.3 Message notification that "***Form NXP has been deleted.***" will be displayed and Search for CBN Form page appears.

Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.

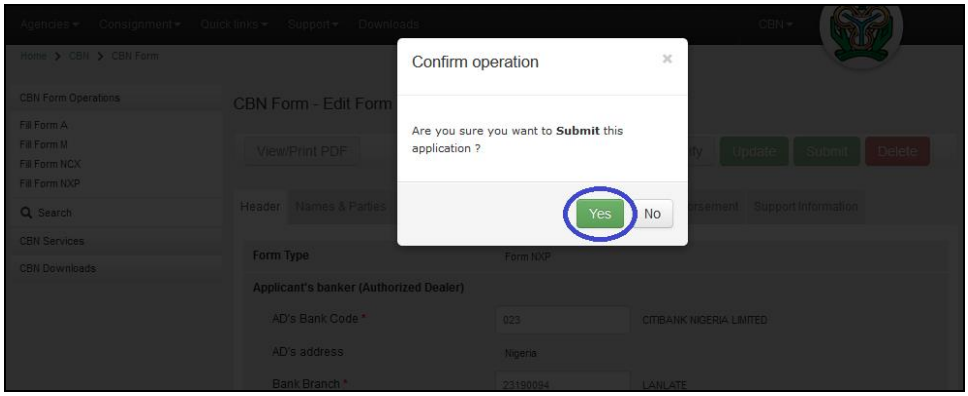



## 4.6 Submit

4.6.1 To submit Form NXP, click on **Submit** button.

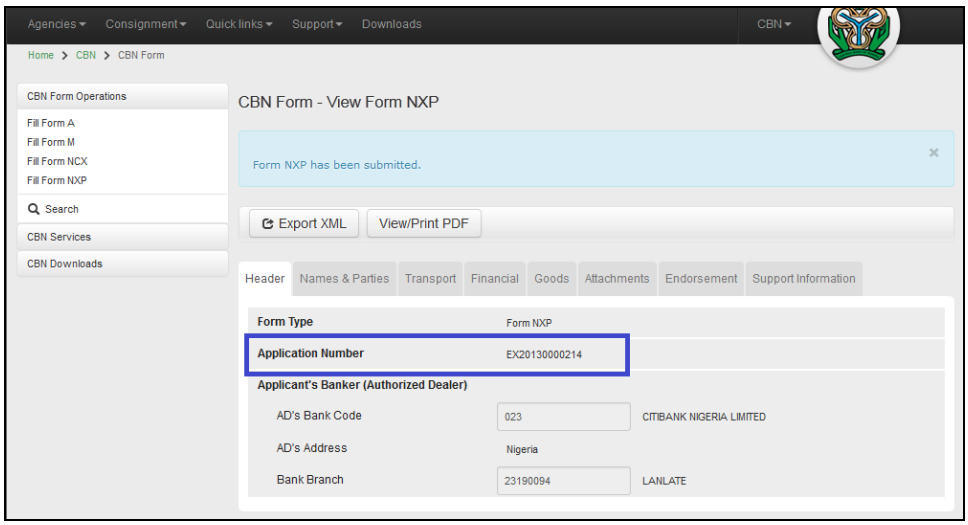



4.6.2 Confirmation message will be displayed. Click on **Yes** button to submit the Form NXP.




4.6.3 Message notification that "***Form NXP has been submitted.***" will be displayed. **Application Number** will be generated and Support information will be updated.

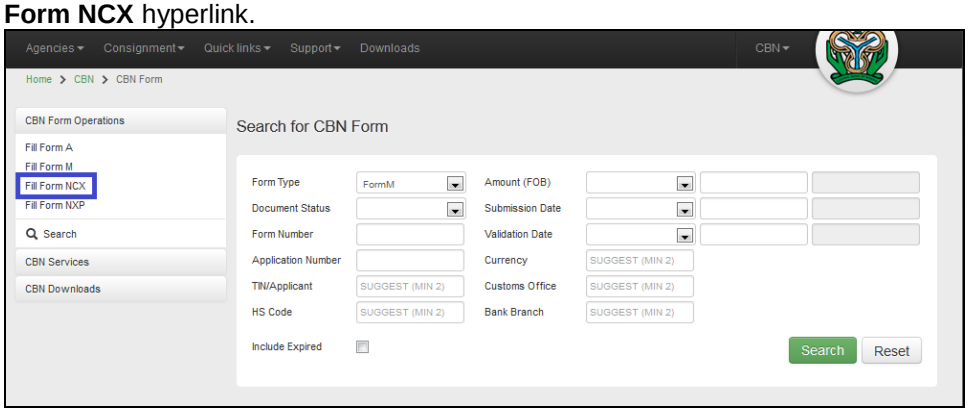
Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.



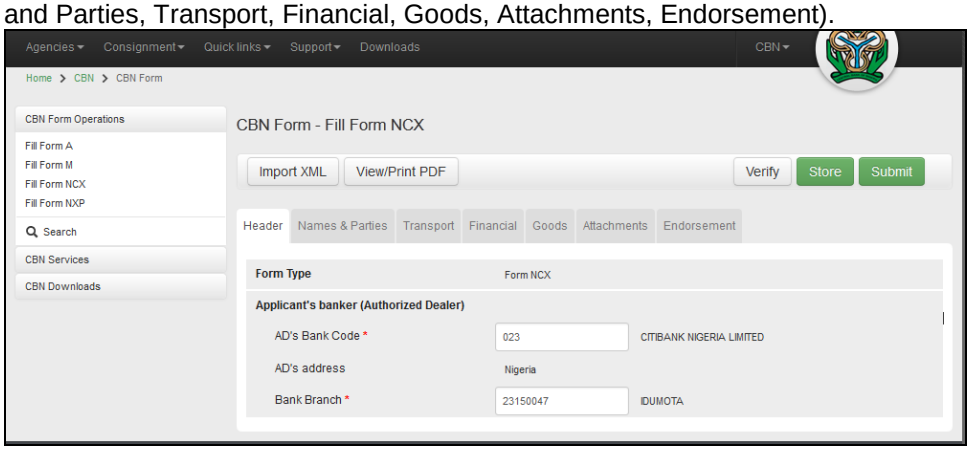

# 5 FORM NCX OPERATIONS

## 5.1 Create

5.1.1 To create new Form NCX record, click on CBN Form Operation then click on **Fill Form NCX** hyperlink.




5.1.2 Fill Form NCX page will be displayed. Complete all data entries (Header, Names and Parties, Transport, Financial, Goods, Attachments, Endorsement).



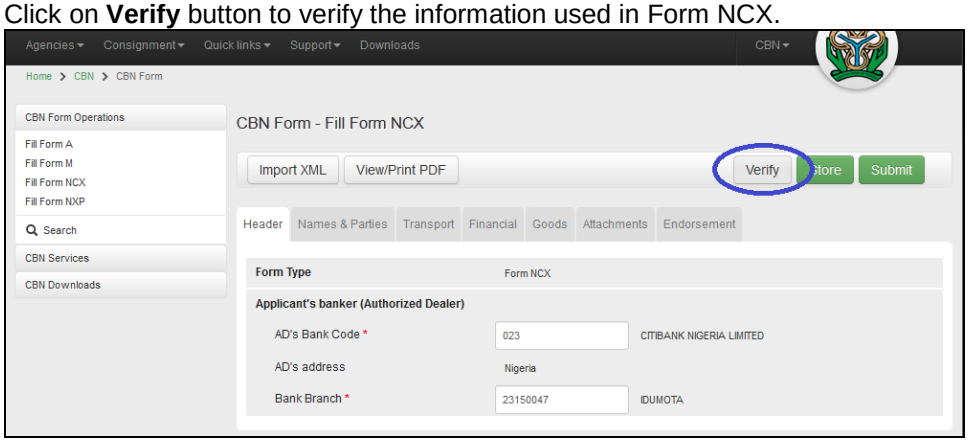

| Tab Name | Enter or select any values for the following fields: |
|---|---|
| Header | AD's Bank Code, Bank Branch |

Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.

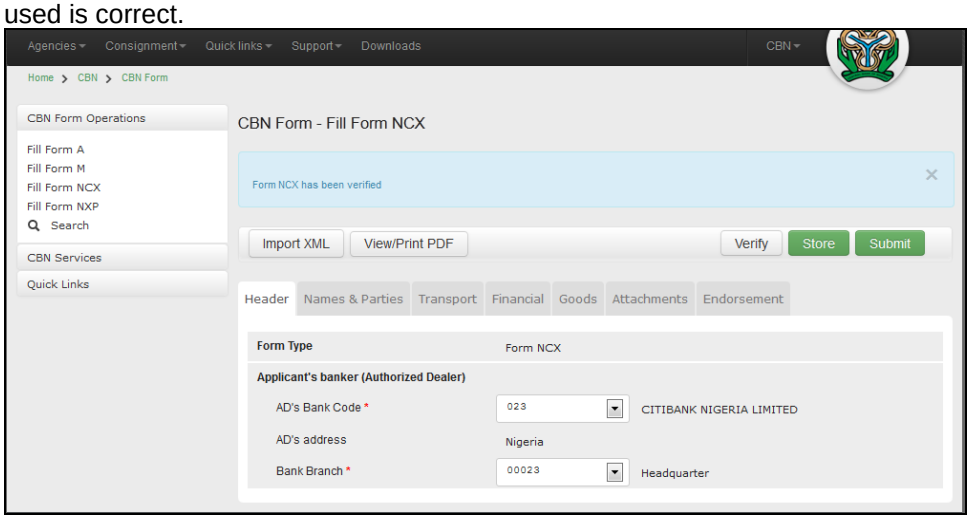
| Tab Name | Enter or select any values for the following fields: |
|---|---|
| Name and Parties | Applicant TIN, Applicant's State Code, Applicant's City, Consignee's Name, Consignee's Address, Consignee's country code, Consignee's Phone, Consignee's Fax **and** Consignee's email. |
| **Transport** | **Customs office, Mode of Transport, Country of Origin, Country of Supply, Port of Loading, Port of Discharge and Shipment date.** |
| **Financial** | **Designated Bank** |
| **Goods** | **General Goods Description, HS Code, Commercial Description of Goods, State of Goods,** Country of Origin, **Sectoral Purpose, Type of Packages, No. Of Packages, Gross Weight (kg), Net Weight (kg),** Quantity, **U**nit of **M**easurement **Code,** Unit Price (Currency), FOB Value **and** Freight charges (Currency). |
| Attachment | Type of Document, Reference Number and Date. |

## 5.2 Verify

5.2.1 Click on **Verify** button to verify the information used in Form NCX.



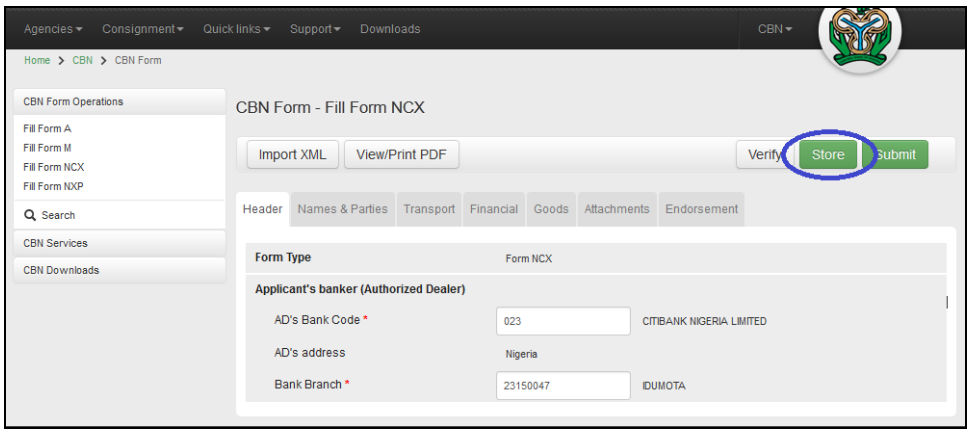

5.2.2 Message notification that "***Verification is Done***." will be displayed if information used is correct.



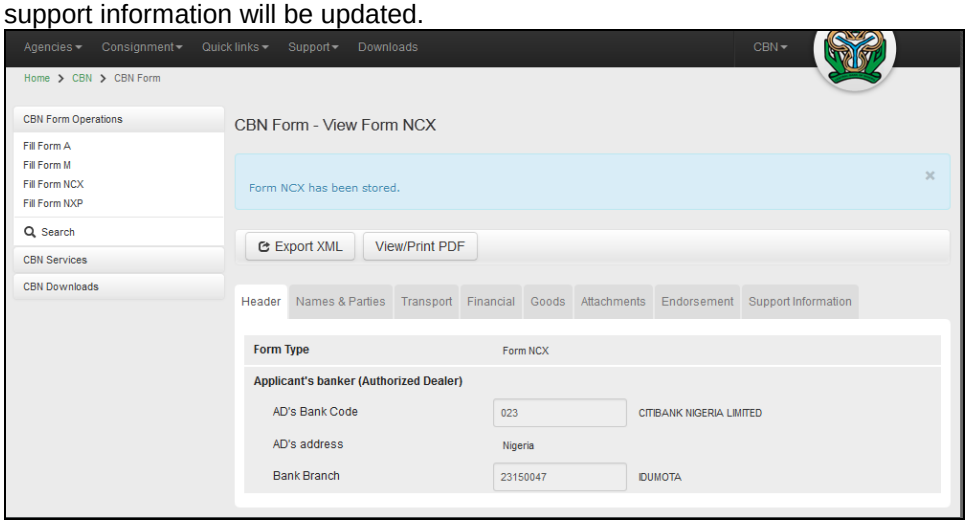

## 5.3 Store

5.3.1 After completing all NCX entries, click on **Store** button to store the record in the system.

Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.

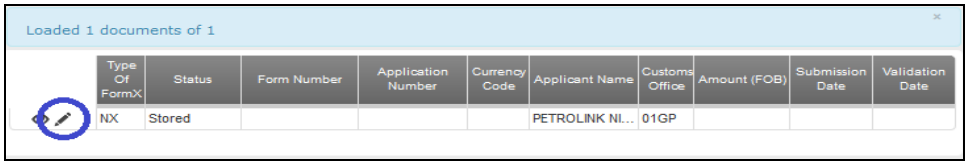



5.3.2 Message notification that "***NCX Form has been stored***." will be displayed and support information will be updated.



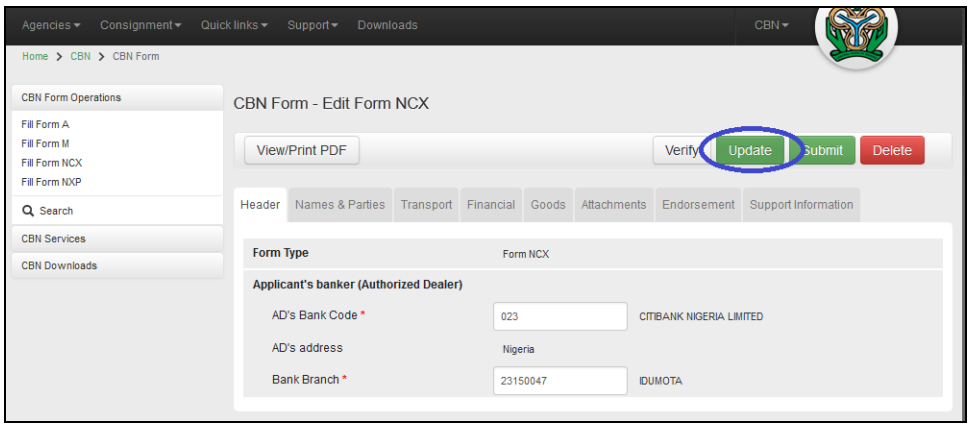

## 5.4 Update

5.4.1 From CBN Form search result page, select any Form NCX record then click on **Edit** icon to edit NCX details.

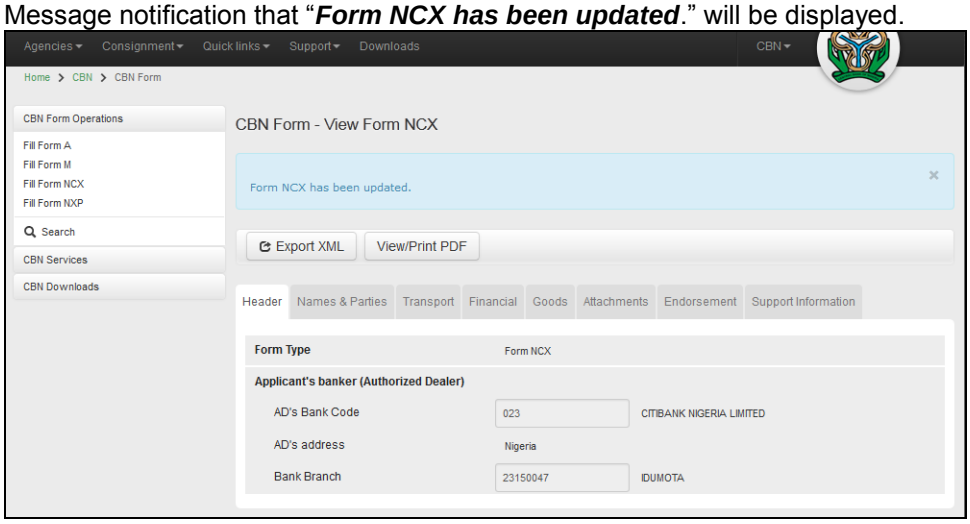



5.4.2 Form NCX details will be displayed. Modify the content and/or attach necessary document/s then click on **Update** button to save/store the changes made in NCX information.

Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.

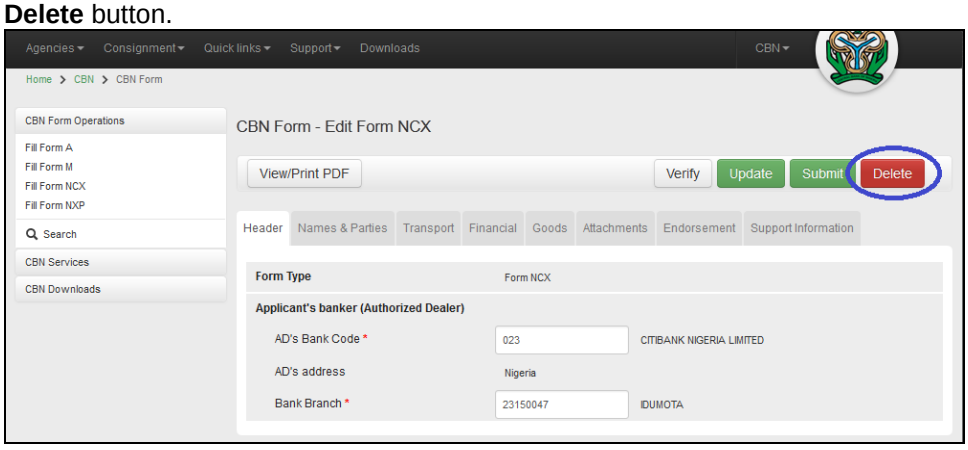



5.4.3 Message notification that "***Form NCX has been updated***." will be displayed.



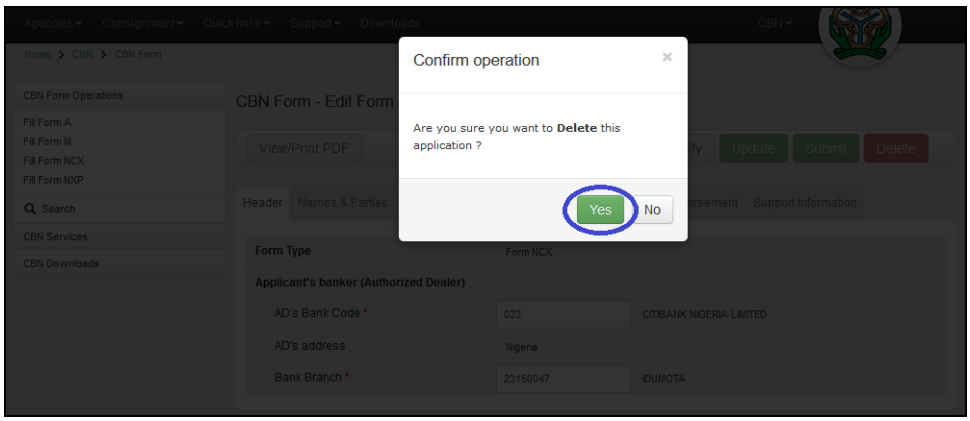

## 5.5 Deleting Stored CBN Form

5.5.1 To delete stored CBN Form NCX from your computer, open the form then click on **Delete** button.

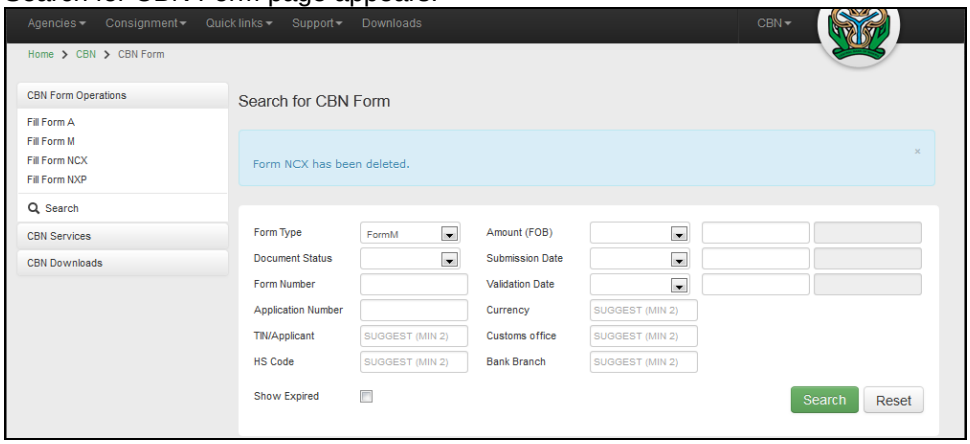



5.5.2 Confirmation message will be displayed. Click on **Yes** button to delete the stored Form NCX.

Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.

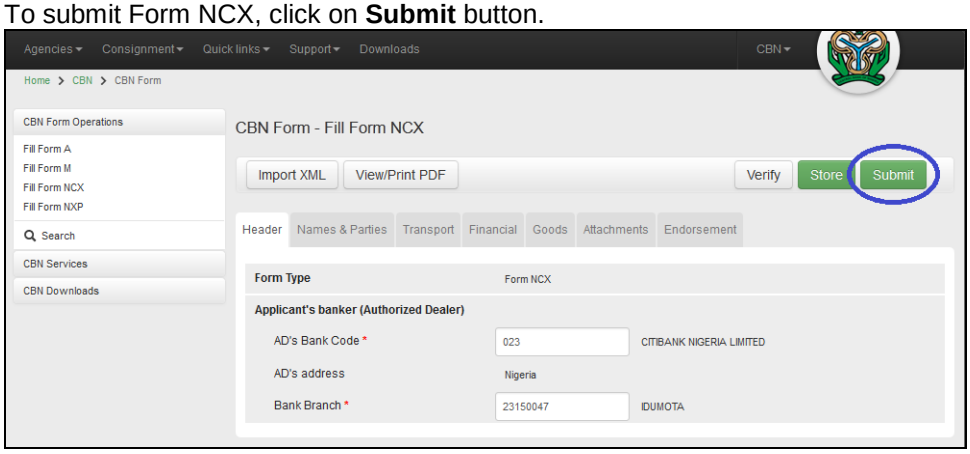



5.5.3 Message notification that "***Form NCX has been deleted.***" will be displayed and Search for CBN Form page appears.



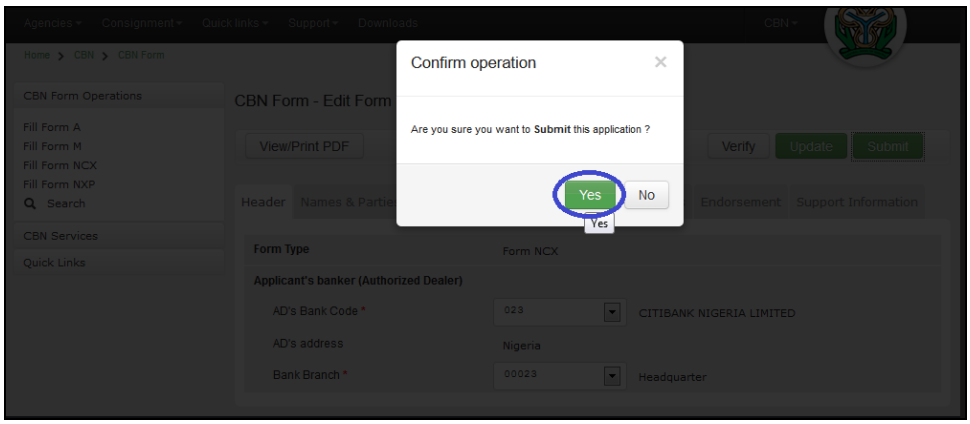

## 5.6 Submit

5.6.1 To submit Form NCX, click on **Submit** button.

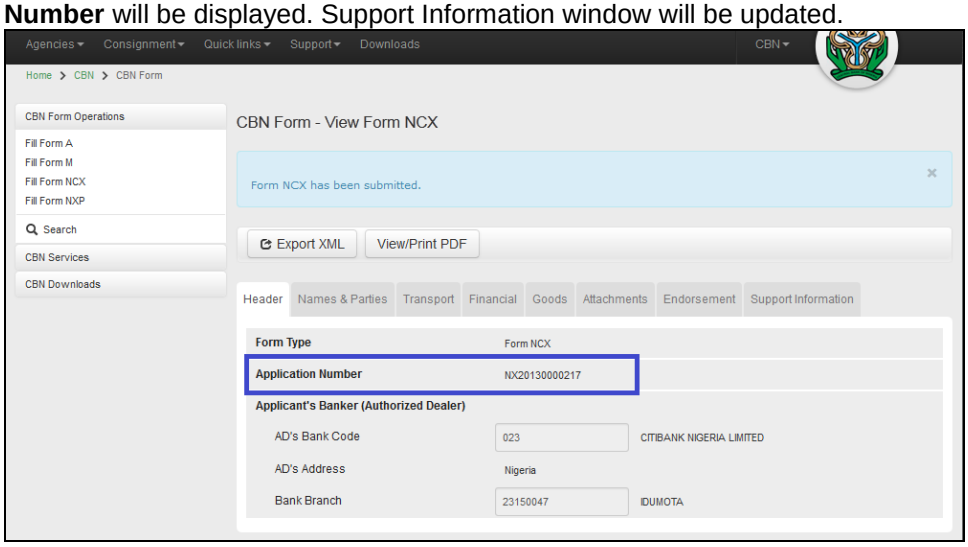



5.6.2 Confirmation message will be displayed. Click on **Yes** button to submit the Form NCX.

Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.



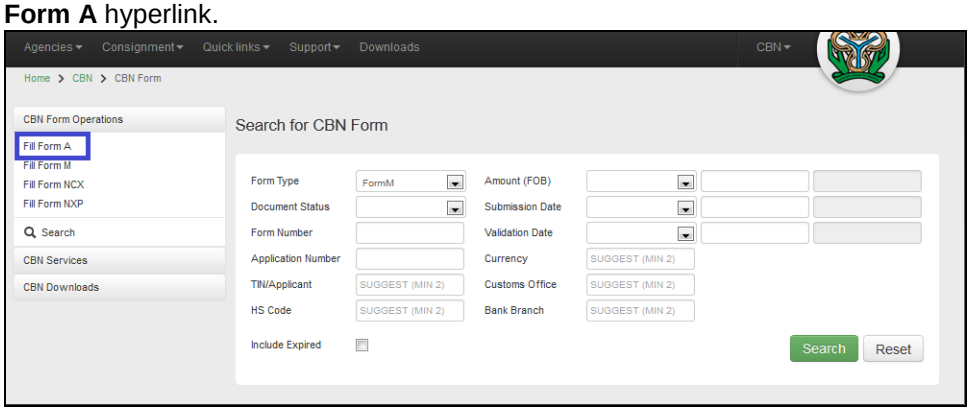

5.6.3 Message Confirmation that "***Form NCX has been submitted.***" and **Application Number** will be displayed. Support Information window will be updated.




# 6 FORM A OPERATIONS

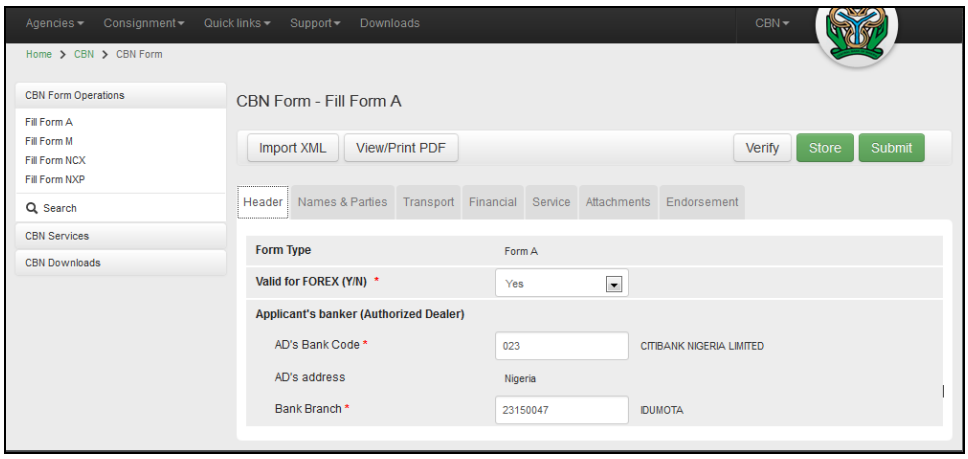
## 6.1 Create

6.1.1 To create new Form A record, click on CBN Form Operation then click on **Fill Form A** hyperlink.

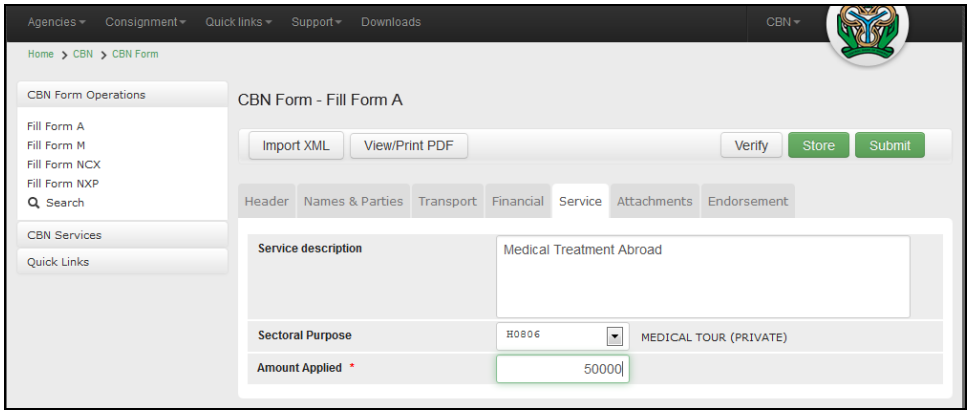



6.1.2 Fill Form A page will be displayed. Complete all data entries (Header, Names and Parties, Transport, Financial, Services, Attachments, Endorsement).

Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.




Note: Form A has Service tab that covers the applied amount for the purpose as show below:

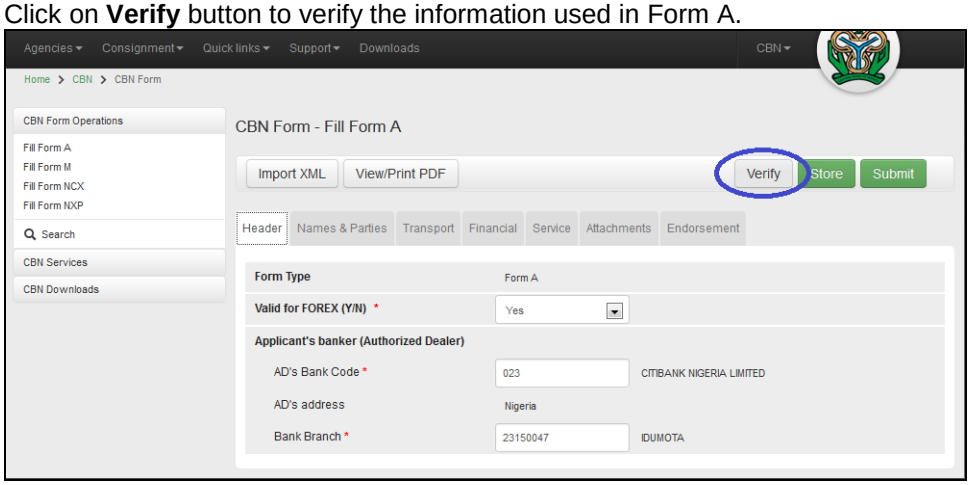



| Tab Name | Enter or select any values for the following fields: |
|---|---|
| Header | **Valid for FOREX (Y/N), AD's Bank Code,** Bank Branch. |
| Name and Parties | Applicant TIN, Applicant's Passport Number, Applicant's State Code, Applicant's City, Beneficiary Name, Beneficiary Address, Beneficiary's Country, Beneficiary's Phone, Beneficiary's Fax, Beneficiary's email. |
| **Transport** | **Mode of Transport, Country of Origin, Country of Supply, Air Ticket Number, Name of Airline and Route.** |
| **Financial** | **Designated Bank,** Source of Funds, Currency Code, Exchange Rate, Total FOB Value, Proforma Invoice Number, Proforma Invoice Date, Payment mode, Payment Date **and** Transfer Mode. |
| **Service** | **Service Description, Sectoral Purpose and Amount Applied.** |
| **Attachment** | **Type of Document, Reference Number and Date**. |

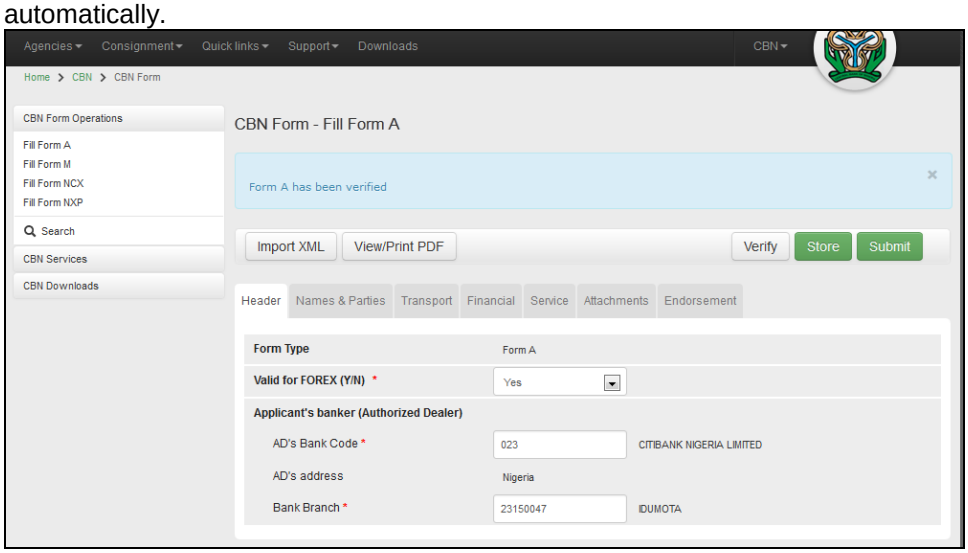
Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.

## 6.2 Verify

6.2.1 Click on **Verify** button to verify the information used in Form A.

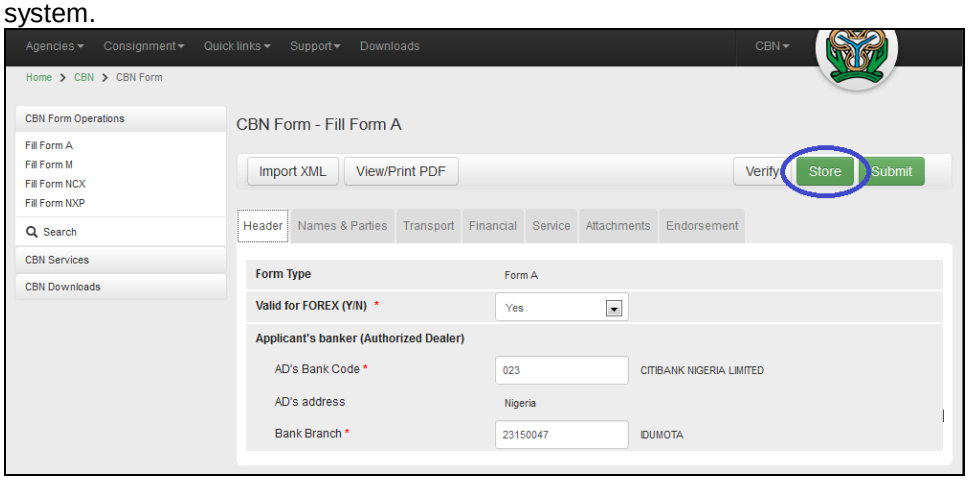



6.2.2 Message notification that "***Form A has been verified***." will be displayed if information used is correct. Authorized Bank Dealer's address will be displayed automatically.



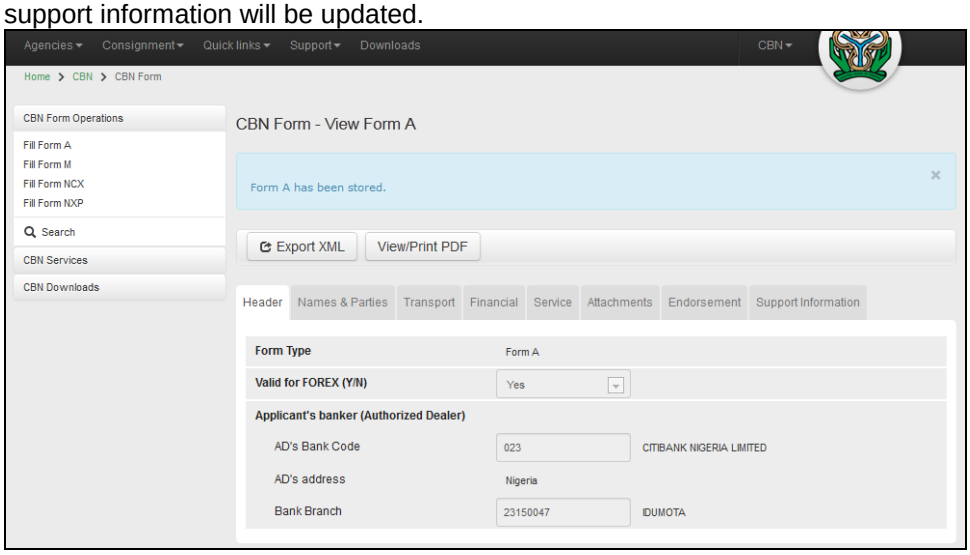

## 6.3 Store

6.3.1 After completing all Form A entries, click on **Store** button to store the record in the system.




Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.

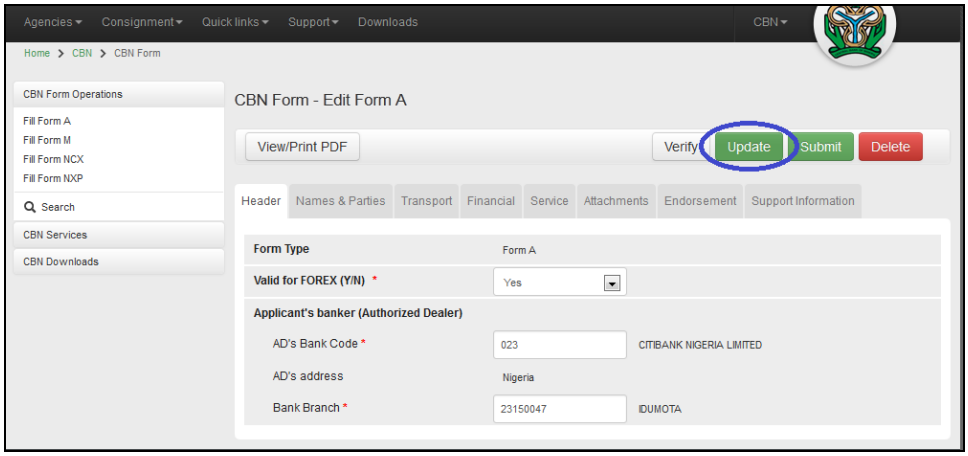
6.3.2 Message notification that "***Form A has been stored***." will be displayed and support information will be updated.




## 6.4 Update

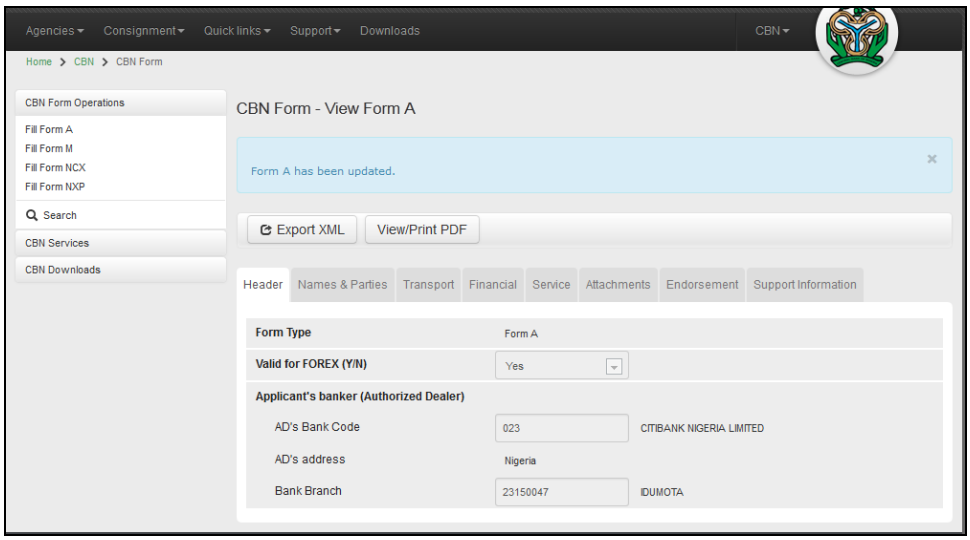
6.4.1 From CBN Form search result page, select the Form A record then click on **Edit** icon to edit Form A details.

6.4.2 Form A (IS) details will be displayed. Modify the content and/or attach necessary document/s then click on **Update** button to store/save the changes made in Form A.



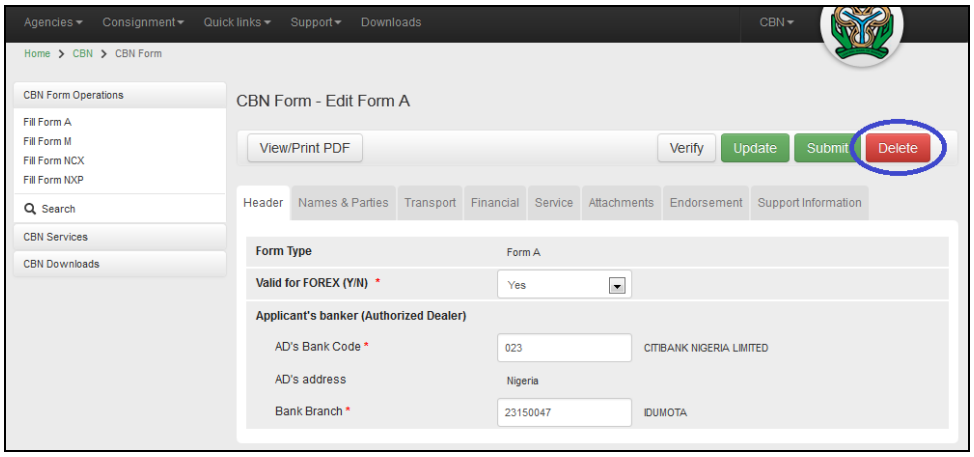

6.4.3 Message notification that "***Form A has*** been ***updated***." will be displayed.

Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.

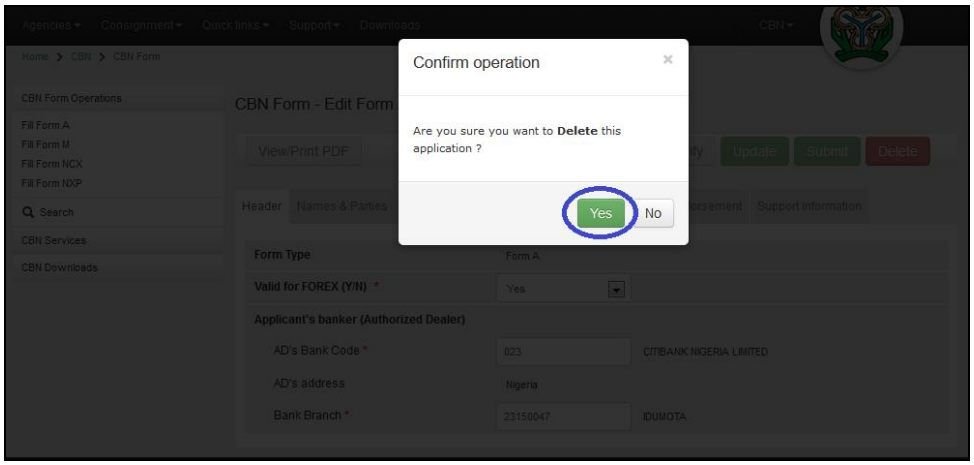



## 6.5 Deleting Stored CBN Form

6.5.1 To delete stored CBN Form A from your computer, open the form then click on **Delete** button.

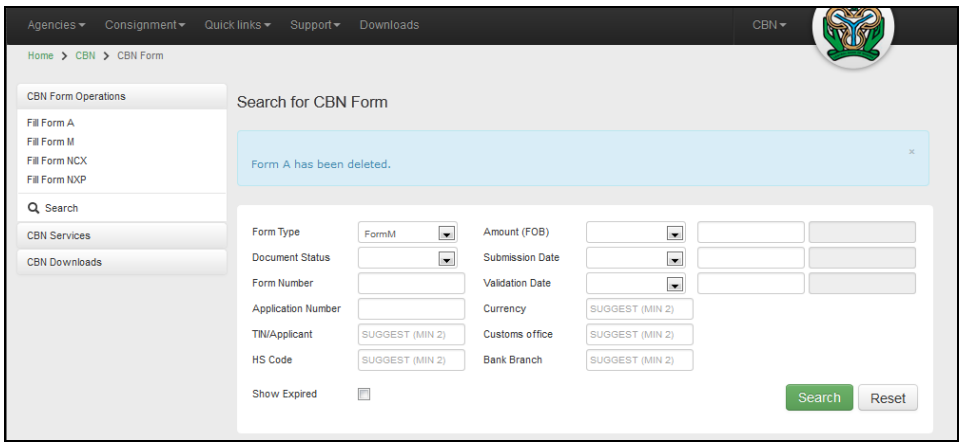



6.5.2 Confirmation message will be displayed. Click on **Yes** button to delete the stored Form A.



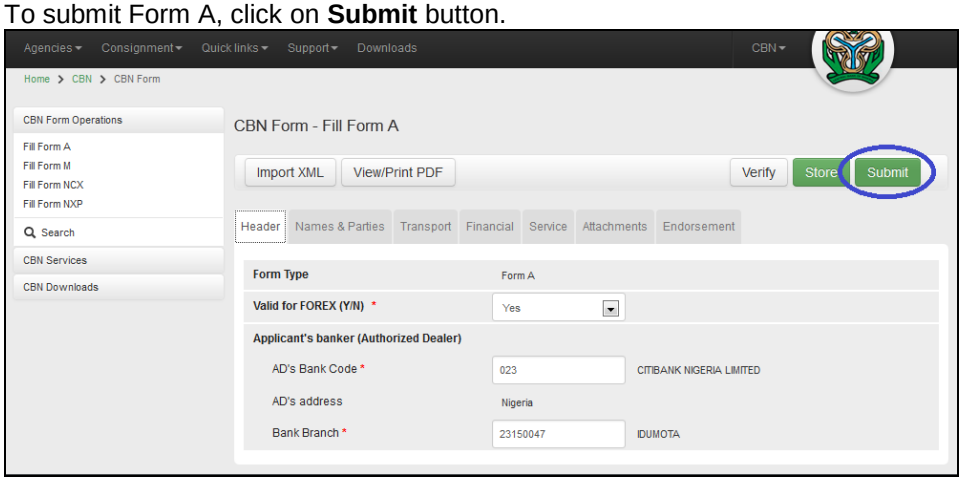

6.5.3 Message notification that "***Form A has been deleted.***" will be displayed and Search for CBN Form page appears.

Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.

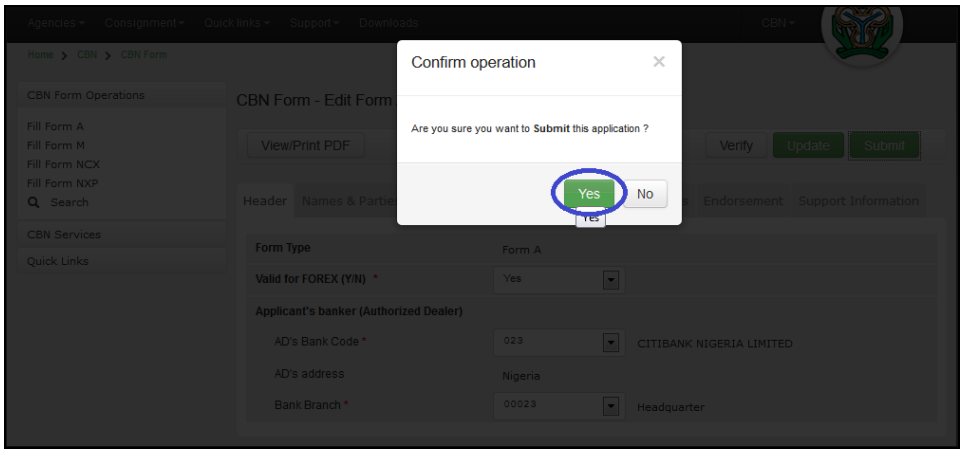



## 6.6 Submit

**6.6.1** To submit Form A, click on **Submit** button.

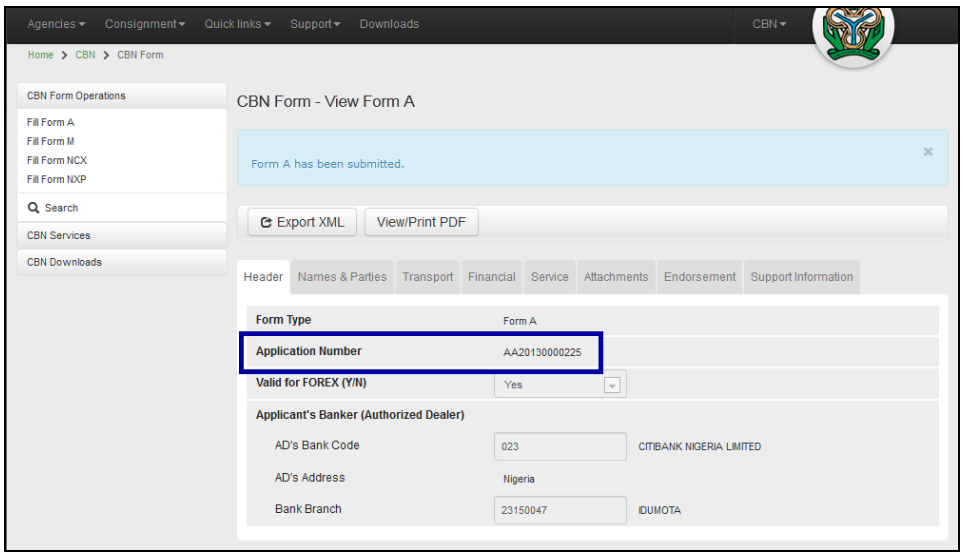



6.6.2 Confirmation **message** will be displayed. Click on **Yes** button to submit the Form A.



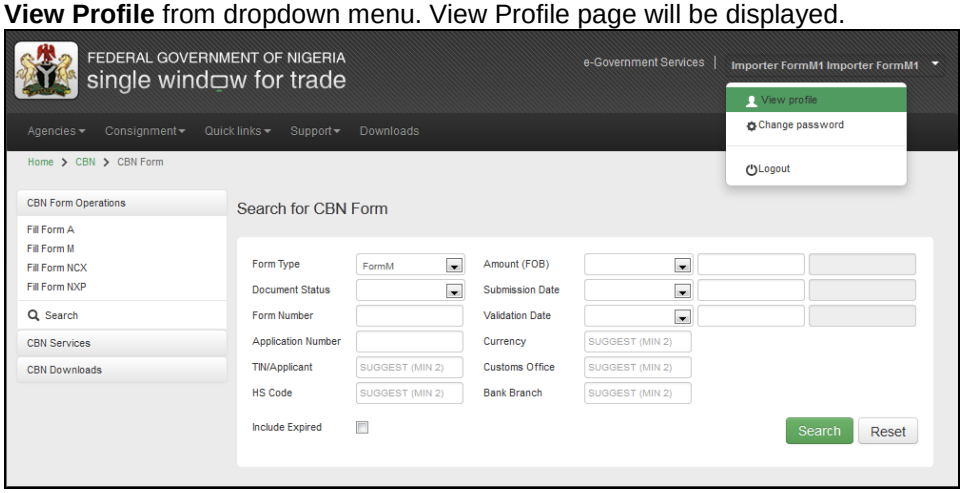

6.6.3 Message notification that "***Form A has been submitted.***" will be **displayed**. Application number will be generated and Support Information will be updated.

Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.




## 7 VIEW PROFILE

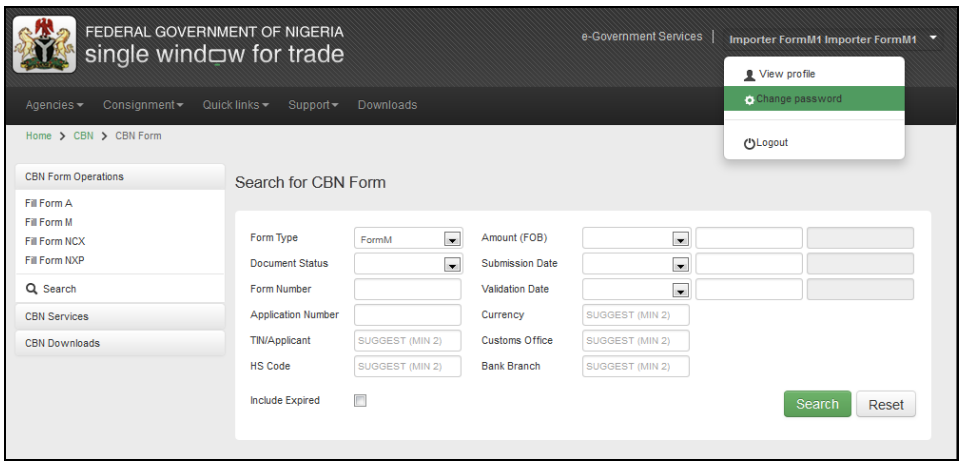
7.1 To view the user profile, click on username to display user menu then select on **View Profile** from dropdown menu. View Profile page will be displayed.



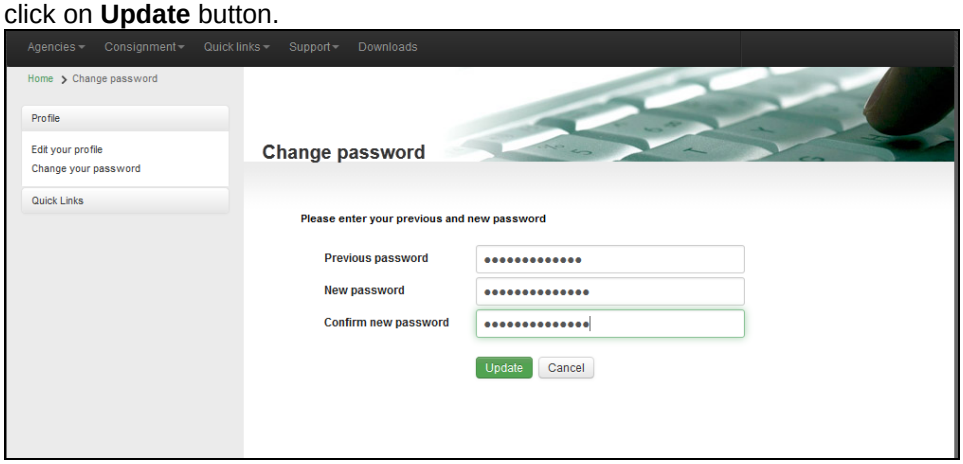

## 8 CHANGE PASSWORD

8.1 To change the user password, click on username to display user menu then select **Change Password** from dropdown menu**.**

Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.

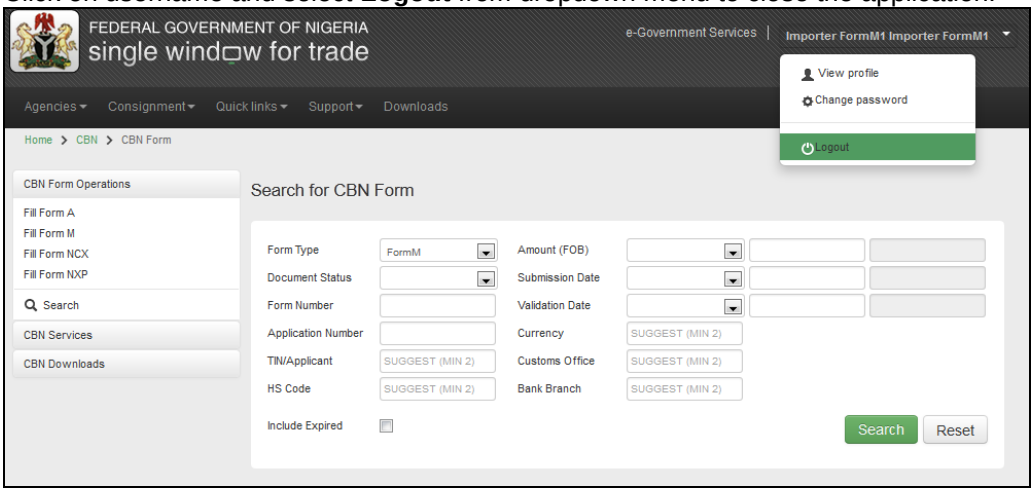



8.2 Enter your previous password, new password and re-enter new password then click on **Update** button.




## 9 LOGOUT

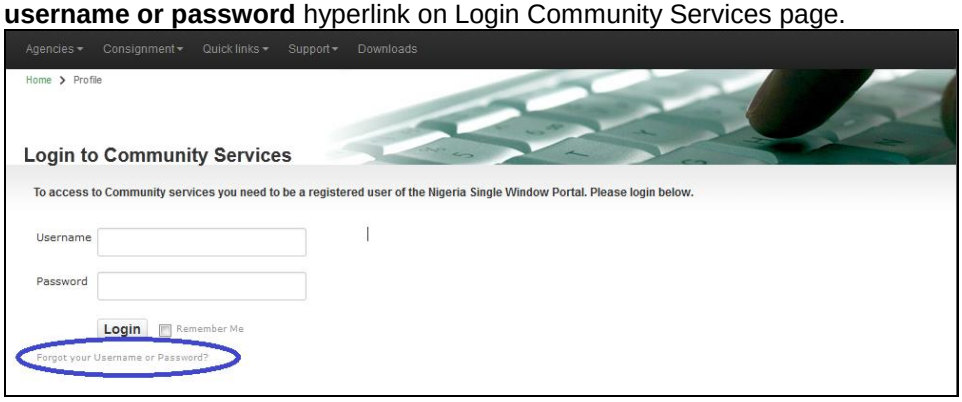
Click on username and select **Logout** from dropdown menu to close the application.



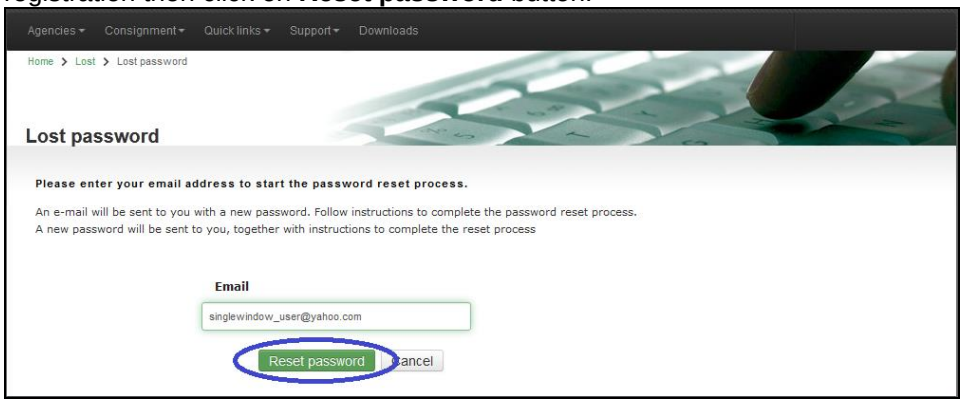

Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.

## 10 RESET PASSWORD

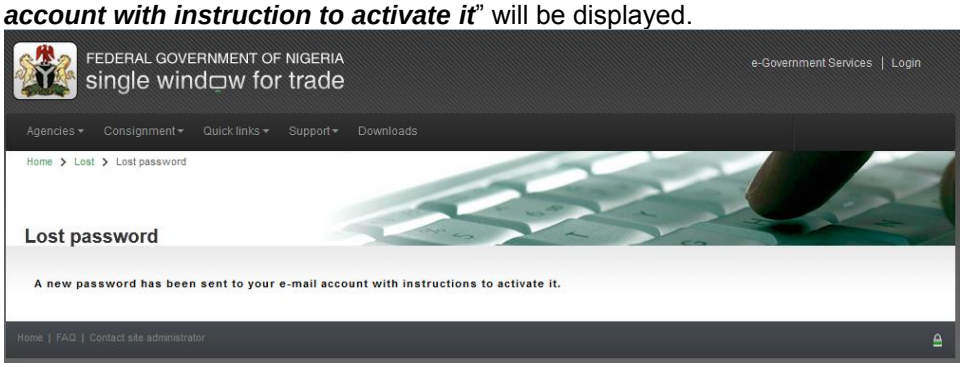
10.1 To reset forgotten or lost username and password, click on **Forgot your username or password** hyperlink on Login Community Services page.



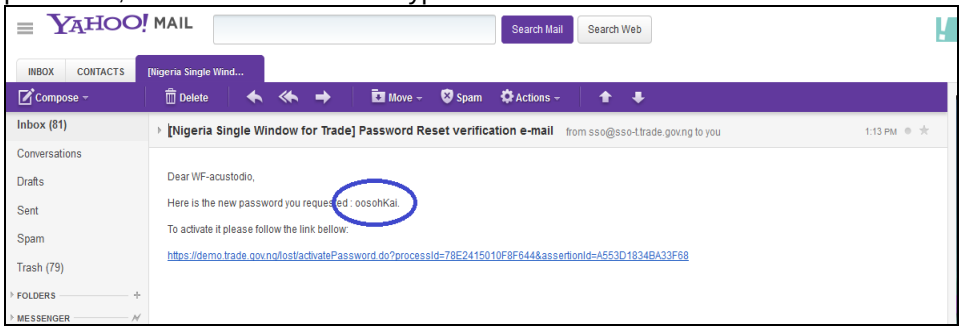

10.2 Lost password page will be displayed. Enter your email address used in registration then click on **Reset password** button.


Agencies
Consignment
Quick links
Support
Downloads
Home > Lost > Lost password
Lost password
Please enter your email address to start the password reset process.
An e-mail will be sent to you with a new password. Follow instructions to complete the password reset process.
A new password will be sent to you, together with instructions to complete the reset process
Email
singlewindow_user@yahoo.com
Reset password
Cancel

10.3 Message notification that "***A new password has been sent to your email account with instruction to activate it***" will be displayed.

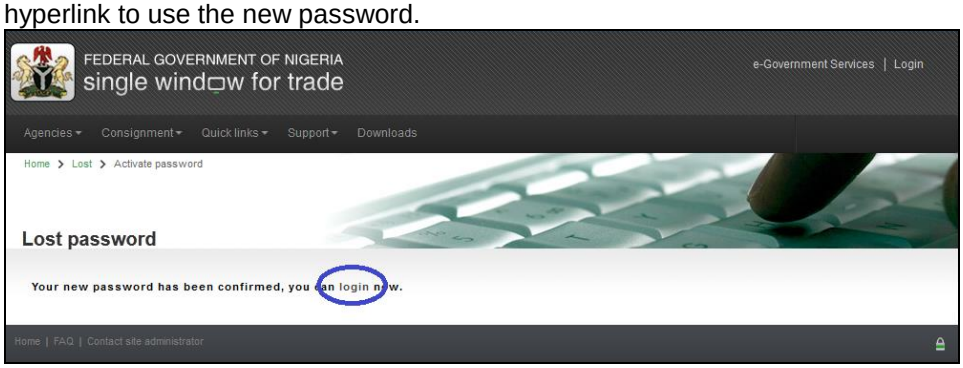

FEDERAL GOVERNMENT OF NIGERIA
single window for trade
e-Government Services | Login
Agencies
Consignment
Quick links
Support
Downloads
Home > Lost > Lost password
Lost password
A new password has been sent to your e-mail account with instructions to activate it.
Home | FAQ | Contact site administrator

10.4 Log in to your email provider. New password will be displayed. To activate new password, click on the activation hyperlink.

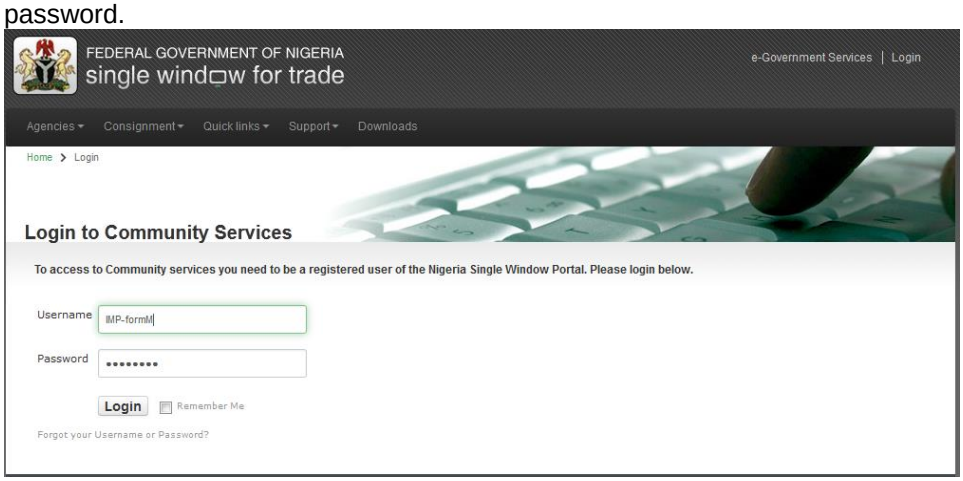



Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.

10.5 Message notification that new password has been confirmed. Click on login hyperlink to use the new password.


FEDERAL GOVERNMENT OF NIGERIA
single window for trade
e-Government Services | Login
Agencies Consignment Quick links Support Downloads
Home > Lost > Activate password
Lost password
Your new password has been confirmed, you can login now.
Home | FAQ | Contact site administrator

10.6 Login community Service page will be displayed. Enter your username and new password.


FEDERAL GOVERNMENT OF NIGERIA
single window for trade
e-Government Services | Login
Agencies Consignment Quick links Support Downloads
Home > Login
Login to Community Services
To access to Community services you need to be a registered user of the Nigeria Single Window Portal. Please login below.
Username
IMP-formM
Password
Login
Remember Me
Forgot your Username or Password?

Note: To change the password, go to clause 8: Change Password.

## 11 TECHNICAL REQUIREMENTS

The following are the Technical requirements to be considered in using CBN Forms Application:

### 11.1 Hardware

- Any modern PC which can browse Internet

### 11.2 Operating System

- Windows XP and above
- Mac OS X 10 and above
- Any Linux distribution with Graphical desktop

### 11.3 Internet Browser

Any of the following:

- Mozilla Firefox 12.0 and above
- Google Chrome 18 and above
- Internet Explorer 9 and above
- Safari 5.1 and above

Copyright © WEBB FONTAINE
This document, property of the issuing firm, cannot be reproduced nor communicated without written authorization.